

## Parte, Maura PSA:EX

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**From:** Sas, Jonathan IRR:EX  
**Sent:** Monday, October 2, 2017 10:50 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Financial Management Reports for MIRR MO  
**Attachments:** WFR GL BALANCES INDIGENOUS REL AND RECON AUGUST FY18 REPORT.pdf; WFR GL TRANSACTION DETAILS INDIGENOUS REL AND RECON AUGUST FY18 REPORT.pdf

Hey Maura,

These are latest we have, so don't include Jessica and me in the staff lines.

Let me know if this is what you were looking for?

**Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous Relations and Reconciliation | 778 587 4376**

---

**From:** Roberts, Connie A IRR:EX  
**Sent:** Monday, October 2, 2017 10:41 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** FW: Financial Management Reports

**Thanks,**  
**Connie Roberts**  
*Administrative Coordinator to the  
Honourable Scott Fraser  
Minister of Indigenous Relations and Reconciliation  
Room #323, Parliament Buildings  
Victoria, BC  
Phone: 250-387-0680*

---

**From:** Laird, Patricia FIN:EX  
**Sent:** Monday, September 11, 2017 10:29 AM  
**To:** Farmer, Leila PREM:EX  
**Cc:** Roberts, Connie A ABR:EX  
**Subject:** Financial Management Reports

Hi Leila and Connie,

Attached are your financial management reports for the month of August.

Please let me know if you have any questions. For this month you will also have Aboriginal Affairs transactions and balances included in the report.

Thanks!

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

## Parte, Maura PSA:EX

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**From:** Valley, Nancy PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:23 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: For Review - C11 Privett and McCormick  
**Attachments:** Oct 11 - CL11 - Privett.pdf; Sept 1 - CL11 - McCormick.pdf

Hi Maura,

Are these good to go?

### Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency  
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2  
Ph: 250-812-9268  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

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**From:** Valley, Nancy PSA:EX  
**Sent:** Thursday, September 28, 2017 3:52 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** For Review - C11 Privett and McCormick

Hello,

Please review the attached OICs.

If any changes are required, please let me know!

Thanks!

### Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency  
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2  
Ph: 250-812-9268

[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

Page 005

Withheld pursuant to/removed as

s.22

## Parte, Maura PSA:EX

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**From:** Quelch, Barbara PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:37 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Resignation letter

Thank you Maura. We will do our best to fill this quickly. I'll reach out to Jessica (forwarded by the AC) today and include her in our process.

**Barbara Quelch, Practice Advisor**  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

*Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:28 AM  
**To:** Quelch, Barbara PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** FW: Resignation letter

Hello Barbara,

Further to my note about the AA in Finance, please note the change in resignation date from Friday, October 20 to Tuesday, October 17.

Thank you,  
Maura  
250-213-6377

Page 007

Withheld pursuant to/removed as

s.22

## Parte, Maura PSA:EX

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**From:** Sas, Jonathan IRR:EX  
**Sent:** Tuesday, October 3, 2017 10:44 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Financial Management Reports for MIRR MO

Hey,

Yes, our AC is Connie Roberts. She'll be better equipped, as I haven't yet been briefed on this...

Thanks

**Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous Relations and Reconciliation | 778 587 4376**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:39 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** RE: Financial Management Reports for MIRR MO

Hello again Jonathan,

It would be helpful to have the Minister's office budget.

I'm seeing the salary line item is \$257,000 (STOB 50) but can't tell from this if that's changed post budget update or what has been spent out of that STOB.

Perhaps I can talk to your AC?

Thank you,  
Maura

---

**From:** Sas, Jonathan IRR:EX  
**Sent:** Monday, October 2, 2017 10:50 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Financial Management Reports for MIRR MO

Hey Maura,

These are latest we have, so don't include Jessica and me in the staff lines.

Let me know if this is what you were looking for?

**Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous Relations and Reconciliation | 778 587 4376**

---

**From:** Roberts, Connie A IRR:EX  
**Sent:** Monday, October 2, 2017 10:41 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** FW: Financial Management Reports



**Thanks,**  
**Connie Roberts**  
*Administrative Coordinator to the  
Honourable Scott Fraser  
Minister of Indigenous Relations and Reconciliation  
Room #323, Parliament Buildings  
Victoria, BC  
Phone: 250-387-0680*

---

**From:** Laird, Patricia FIN:EX  
**Sent:** Monday, September 11, 2017 10:29 AM  
**To:** Farmer, Leila PREM:EX  
**Cc:** Roberts, Connie A ABR:EX  
**Subject:** Financial Management Reports

Hi Leila and Connie,

Attached are your financial management reports for the month of August.

Please let me know if you have any questions. For this month you will also have Aboriginal Affairs transactions and balances included in the report.

Thanks!

Pat

Pat Laird  
Ministry of Finance  
Corporate Services Division  
Executive Financial Clerk  
Phone: 778 698-8590  
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:51 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Moving Expenses - s.22

Hi Maura,

s.22

Thanks, L.

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, September 28, 2017 3:16 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Moving Expenses -s.22

Hi Maura,

Here's some information about <sup>s.22</sup> relocation. When do you think letters outlining the approved relocation assistance will be in place?

Thanks, L.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, September 28, 2017 1:06 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** RE: Moving Expenses

Sorry, it's for <sup>s.22</sup> ,

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, September 28, 2017 12:59 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** RE: Moving Expenses

Thanks Kathleen. Please let me know who we are talking about.

L.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, September 28, 2017 12:44 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** RE: Moving Expenses

Hi Laurie,

s.22

Thanks,  
Kathleen

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, September 28, 2017 9:43 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** RE: Moving Expenses

Good morning Kathleen.

Please let me know the <sup>s.22</sup> and what type of receipts they have provided. I'll then look into things and get back to you.

Thanks, L.

Laurie Holland, Manager, Financial Operations  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, September 28, 2017 9:12 AM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Moving Expenses

Good Morning Laurie,

We have <sup>s.22</sup> that was hired on recently who just moved <sup>s.22</sup>. Can you tell me how I go about submitting his expenses for this move?

Kathleen Fleurant | Administrative Coordinator  
Minister's Office | Ministry of Citizens' Services  
Legislature, Victoria, BC  
PH: 250-387-7920 | e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

## Parte, Maura PSA:EX

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**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Tuesday, October 3, 2017 11:35 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Sign onto VPN first

Hi Maura – when folks are working remotely, they will need to sign into VPN to access various programs. It is best to be hard wired into your internet, not using wi-fi. Folks will need to have Cisco AnyConnect on their laptops.

When you are at your IDIR logon screen, click on the Switch User, you will then have a little image of 2 monitors on the bottom right of the screen, click on the image of the monitors to sign into VPN.

A Cisco AnyConnect Secure Mobility Client box will come up – click connect, then input your Username and password into the Cisco AnyConnect | vpn2.gov.bc.ca box (it might not say vpn2) - the group on mine is SpanBC VPN, after I input my Username once and connected, I have not had to input it again, just my password.

You will then get a Cisco AnyConnect box that has 'NOTICE TO ALL REMOTE ACCESS VPN USERS:' - click on Accept. It may take a minute to load, but then you do not have to re-certify some applications.

Hope this helps.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

## Parte, Maura PSA:EX

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**From:** Quelch, Barbara PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:05 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Minister of State for Trade AA

Hi Maura,

Cheri Wilson started end of last week and her OIC has been raised for *Minister of State for Trade*. However, I was informed that she was to start with Children and Families<sup>s.22</sup>

Barbara Quelch, Practice Advisor  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR** ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))

*Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 11:58 AM  
**To:** Quelch, Barbara PSA:EX  
**Subject:** Minister of State for Trade AA

Hi Barbara,

I'm just checking on the status of an AA for Minister Chow.

The MA called because she had heard someone was starting this week?

Thank you,  
Maura  
250-213-6377

## Parte, Maura PSA:EX

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**From:** Meggs, Geoff PREM:EX  
**Sent:** Tuesday, October 3, 2017 12:14 PM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Parte, Maura PSA:EX; Moran, Roseanne LASS:EX; Clark, Layne PREM:EX  
**Subject:** Fwd: Letter to Premier Horgan  
**Attachments:** Letter from Leader of Official Opposition.pdf; ATT00001.htm

Let's discuss - RoseAnne, what was the experience of NDP MLAs before the election. Layne pls make sure the letter is appropriately logged.

Geoff

Sent from my iPhone

Begin forwarded message:

**From:** "Barnetson, Luella LASS:EX" <[Luella.Barnetson@leg.bc.ca](mailto:Luella.Barnetson@leg.bc.ca)>  
**Date:** October 3, 2017 at 1:10:22 PM EDT  
**To:** "OfficeofthePremier, Office PREM:EX" <[Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)>  
**Cc:** "Myers, Tobie LASS:EX" <[Tobie.Myers@leg.bc.ca](mailto:Tobie.Myers@leg.bc.ca)>, "Meggs, Geoff PREM:EX" <[Geoff.Meggs@gov.bc.ca](mailto:Geoff.Meggs@gov.bc.ca)>  
**Subject:** Letter to Premier Horgan

Premier Horgan,

Please find attached a letter from Mr. Rich Coleman.

Kind regards,

***Luella Barnetson***

Legislative Assistant

Mr. Rich Coleman

Mr. Mike de Jong

Leader's Office - Official Opposition | Room 109, Parliament Buildings | Victoria, BC | V8V 1X4

| Tel: 250-387-8153 | Email: [Luella.Barnetson@leg.bc.ca](mailto:Luella.Barnetson@leg.bc.ca)

## Parte, Maura PSA:EX

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**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 3, 2017 2:45 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Include it in the Senior MA job description.  
I would schedule it for the Friday, since it's mandatory for everyone to attend.

Layne

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 1:57 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Fwd: IM 117 Training

Hi Layne,

I'm working on coordinating training on records management and FOI outside of the upcoming orientation sessions, except for EAs who will be able to do it during their two day orientation session.

This also includes training for the designated FOI coordinator within each Minister's office; a role that was previously undertaken by the Minister's Chief of Staff but is not currently in any job description.

I'm not sure whether you and Geoff have discussed who should be responsible for this but I would recommend the Senior MA. They would have oversight and work closely with the AC who could handle the logistics of pulling together the documents.

This training should probably happen soon so we may want to consider including on the Senior MA agenda for next week, Wednesday, October 11. The workshop would take approximately two hours.

Alternatively we could schedule for Friday, October 13. Please let me know what will work best.

Thank you,  
Maura

Begin forwarded message:

**From:** "Hendry, Jackie PREM:EX" <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>  
**Date:** October 3, 2017 at 1:02:47 PM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** RE: IM 117 Training

Hi Maura,

The IM117 sessions last up to 1 ½ hours depending on number of questions.

I have sent an email to those doing the calendar and FOI training to find out their availability. Is there a specific time that is best for training the Senior MAs on the 11<sup>th</sup>?

Also, where should we slot in the Parliamentary Secretaries?

Thanks-  
Jackie

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: IM 117 Training

Thank you Jackie.

How long is the training session?  
Should we add calendar training to it as well?

Also, would there be an opportunity to train Senior MAs on being the designated FOI person next Wednesday, October 11?

Thanks again,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, October 3, 2017 11:04 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Hi Maura,

I just chatted with Matt regarding the IM117 training. Matt is available October 17 in the morning or after 3:00 to target the EAs while they're in Victoria. He can schedule further IM117 training on the 13<sup>th</sup> after 11:00 and on the 20<sup>th</sup> anytime.

Brad Williams is involved in the FOI/ Calendar training so I will connect with him to schedule times.

I inquired about St Ann's and the Learning Centre for possible venues and Matt will send me contacts.

Also, what about the Parliamentary Secretaries? When do we schedule in that group? In with the MAs and the Senior MAs?

Thanks,  
Jackie

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:31 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** IM 117 Training

Hi Jackie,

Following our conversation, below are the groups that need to take the IM 117 training.



Thank you,

Maura  
250-213-6377

Senior Ministerial Assistants/Ministerial Assistants

- Approximately 40-45 employees
- The Senior MA group should also receive the FOI training
- Best times for sessions would Fridays
- Some may participate in Vancouver with VCO session

Executive Assistants

- Approximately 20 employees
- Will be in Victoria for orientation October 17-18 so best time to capture them, schedule is still flexible
- Could receive calendar training at the same time

Administrative Coordinators

- Approximately 20 employees based in Victoria
- Could receive calendar training at the same time
- Should also receive FOI training
- Best times for sessions would Fridays

Administrative Assistants (Clerk 9)

- Approximately 20-25 employees based in Victoria
- Could receive calendar training at the same time
- Best times for sessions would Fridays

## Parte, Maura PSA:EX

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**From:** Valley, Nancy PSA:EX  
**Sent:** Tuesday, October 3, 2017 3:57 PM  
**To:** Parte, Maura PSA:EX; Birmingham, Lauren PSA:EX; Holland, Laurie PSA:EX  
**Cc:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Recent new employees

Good afternoon,

Please note the recent new employee numbers:

Cherie Lynne Wilson, EE ID <sup>s.22</sup>, OIC Hire Effective Sept 27/2017 - Mar 23/2018 & CRC  
Katherine Rollheiser, EE ID , OIC Rehire Effective Oct 2/2017 - Mar 30/2018 & CRC  
Wolfgang Oddo, EE ID<sup>s.22</sup> OIC Hire Effective Oct 3/2017 - Mar 30/2018 & CRC

Staffing/OIC, effective Sept 18/2017 - Kathleen Fleurant, EE ID<sup>s.22</sup>  
Hire/OIC, effective Oct 3/2017 - Mar 30/2018 - Molly Henry, EE ID <sup>s.22</sup>

Have a nice afternoon!

### Nancy Valley, Project Assistant

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency  
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2  
Ph: 250-812-9268  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

## Parte, Maura PSA:EX

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**From:** Wakeman, Michelle PSSG:EX  
**Sent:** Tuesday, October 3, 2017 8:51 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Admin Assistant

Hi Maura,

s.22

Thanks,  
Michelle

Sent from my iPhone

**Parte, Maura PSA:EX**

---

**From:** Spilker, Robyn PREM:EX  
**Sent:** Wednesday, October 4, 2017 11:48 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Gillezeau, Rob PREM:EX  
**Subject:** FW: Resignation letter

Hi Maura,

Rob and I wanted to follow up with you on <sup>s.22</sup> resignation <sup>s.22</sup>  
<sup>s.22</sup> Would you have time to talk with one or both of about the process for replacing her?

Thanks,  
Robyn

**Robyn Spilker**  
Senior Ministerial Assistant  
Minister of Finance and Deputy Premier  
250-952-7627

s.22

Page 021

Withheld pursuant to/removed as

s.22

## Parte, Maura PSA:EX

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**From:** Roe, Sandra PSA:EX  
**Sent:** Wednesday, October 4, 2017 3:46 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Documents for Resource Manual  
**Attachments:** 7.4b Payroll\_Schedule\_2018.pdf; 7.8 Flexible Benefits Glance\_2017.pdf; 7.9 Flexible benefits guide2017.pdf; 7.11 BC Pension Plan.pdf; 7.4a Payroll\_Schedule\_2017.pdf; 7.6a Benefits Eligibility.pdf; 7.6b Benefits for Excluded Employees.pdf; 2.4 a - Terms and Conditions.docx; 2.4b terms-conditions-for-excluded-employees-appointees-appendix6.pdf; 2.4c terms-conditions-for-excluded-employees-appointees\_part09.pdf; 2.4d terms-conditions-for-excluded-employees-appointees\_part08.pdf; 2.4e terms-conditions-for-excluded-employees-appointees-schedule05.pdf

Hi Maura - Here is most of what is on the list below. I don't recall the "role of the PSA" document in that binder or what was in there re "travel expense policy" but I will do a bit more checking and send those along as soon as I find them.

S

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 1:47 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** Documents for Resource Manual

Hi Chrissy,

For discussion at 2pm please.

Thank you, Maura

- Role of the Public Service Agency
- Terms and Conditions for Political Staff
- Political Staff Benefits Guide
- Flexible Benefits Guide
- BC Pension Plan Information
- Payroll Schedule 2017 and 2018
- Travel Expenses Policy

**Parte, Maura PSA:EX**

---

**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 4, 2017 6:05 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: DRAFT Table of Contents for Manual

I love this. Can we talk about how to divide and conquer?

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 4:11 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** DRAFT Table of Contents for Manual

Hi Layne,

Please see attached draft table of contents.  
There are more pieces to add but I wanted to discuss with your first.

Please take a look and then hopefully we can talk tomorrow.

We have most of the written components in hand but it will take some time to coordinate.

Thank you,  
Maura  
250-213-6377

**Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 4, 2017 6:40 PM  
**To:** Farmer, Susan PREM:EX  
**Cc:** Van Meer-Mass, Kate PREM:EX; Parte, Maura PSA:EX  
**Subject:** Please Copy Edit  
**Attachments:** 171004 Response to MLA Coleman.docx

Hey Susan,

Can you get someone from correspondence to copy edit this before I sent to Geoff for final approval?

Thank you!

Layne



## **Parte, Maura PSA:EX**

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**From:** Thumath, Meaghan MHA:EX  
**Sent:** Wednesday, October 4, 2017 7:17 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** public service HR support

Hi Maura,

s.13,s.22

Many thanks,

M.  
12508892994

**Parte, Maura PSA:EX**

---

**From:** Perry, Alisma, TRAN:EX  
**Sent:** Thursday, October 5, 2017 10:47 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: AC Lindsey Jackson

Thank you!

Sent from my iPhone

On Oct 5, 2017, at 9:26 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Alisma,

Attached is Lindsey's resume, your new AC. She is starting in your office next Wednesday, October 11 so  
s.22

Please call if there is anything else.

Thank you,  
Maura

<Lindsey Jackson Cover Letter and Resume.pdf>

## Parte, Maura PSA:EX

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**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Thursday, October 5, 2017 3:46 PM  
**To:** Parte, Maura PSA:EX; Birmingham, Lauren PSA:EX; Oliver, Chrissy PSA:EX  
**Subject:** New employees

Hello – here are a couple of new employee numbers –

Greg Atkinson (NEW ee<sup>s.22</sup>)  
Kim Manton (NEW ee<sup>s.22</sup>)

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

## Parte, Maura PSA:EX

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**From:** Valley, Nancy PSA:EX  
**Sent:** Thursday, October 5, 2017 4:22 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** OCT10/11 - OICs - For Review  
**Attachments:** Oct 10 - EA - Manton.pdf; Oct 10 - EA - Atkinson.pdf; Oct 11 - CL11 - Privett.pdf

Hello Maura,

Are these correct?

Thanks!

### **Nancy Valley, Project Assistant**

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency  
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2  
Ph: 250-812-9268  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

## Parte, Maura PSA:EX

---

**From:** Quelch, Barbara PSA:EX  
**Sent:** Thursday, October 5, 2017 4:34 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** Applicant reports  
**Attachments:** s.22 Applicant Report.docx; s.22 Applicant Report.docx;  
- Applicant Report.docx - Applicant Report.docx

Hello Maura,

I have attached four applicant reports for your review and approval. Please let me know if you have any questions and/or concerns. s.13

s.13

As promised earlier this week, I will also send out a repeating calendar invite for a short weekly update session. We can cancel or reschedule as required.

Barbara Quelch, Practice Advisor  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

**Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Thursday, October 5, 2017 5:30 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: FOR MA ORIENTATIONS Guidelines for Use - Vancouver Cabinet Office  
**Attachments:** FINAL-MAGuidelines-VCO.docx

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**From:** Cavanagh, Judy PREM:EX  
**Sent:** Wednesday, October 4, 2017 3:47 PM  
**To:** Clark, Layne PREM:EX; Wong, Tamarra PREM:EX  
**Subject:** FOR MA ORIENTATIONS Guidelines for Use - Vancouver Cabinet Office

Hi Layne and Tamarra,

Attached are guidelines for the use of VCO. Please provide this information to the MAs. Geoff hasn't seen this yet so, Tamarra can you bring it to his attention. It's been on our agenda but we never got to it. If there are any issues or comments, let me know.

As well, it should go to staff in our Office.

Thanks.

Judy

**Judy Cavanagh** | Executive Director, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [judy.cavanagh@gov.bc.ca](mailto:judy.cavanagh@gov.bc.ca)

**Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Friday, October 6, 2017 12:46 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Cabinet Oct 18th - political Rs and Rs

Do you have updated job descriptions? Can you send them to me? I'll review over the weekend. I can also put together a bit of an org chart with some of the info.

L

---

**From:** Massy, Michelle E PREM:EX  
**Sent:** Friday, October 6, 2017 8:53 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** Cabinet Oct 18th - political Rs and Rs

Hi Layne,

For our planning purposes I am just wondering if you will have material for this item on Oct 18<sup>th</sup> and if so, when the final may be ready?

Thank you!  
Michelle

**Michelle Massy**  
Manager | Cabinet Operations  
Room 049 | 617 Government St. | Victoria, BC  
250.387.0869 | cell: 250-516-0685

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## Parte, Maura PSA:EX

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**From:** Lisun, Luba <Luba.Lisun@leg.bc.ca>  
**Sent:** Friday, October 6, 2017 3:49 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Parliamentary Procedure Workshops  
**Attachments:** Agenda DRAFT- , 2017.docx; 10 yr Anniversary of PPW.pdf; Parliamentary-History-English.pdf

Hi Maura,

My apologies for being late getting back to you. It has just been really busy! The Parliamentary Procedure Workshops for Public Servants were started in 2003 (I have attached a little article produced commemorating the 10<sup>th</sup> anniversary)

I have attached the remarks that George McMinn, the previous Clerk of the House and long-standing Table Officer in the commonwealth, used to give when he started the workshops that gives some history to the traditions presently followed in the Legislature as well as a review of the roles of the Speaker and the Clerks. It was put together in 2010 and I have not checked it for any changes but should basically still be okay.

I have also attached a document that outlines the branches of the Legislative Assembly that we include in the folder of materials given to participants; and a Draft Agenda. The Agenda changes from time to time depending upon who is available to give the presentations, for example this coming workshop none of the Clerks are available so others are giving the presentations in the morning. If we do a morning only presentation the afternoon staff do not usually present unless a special request is made. The materials for the presentations are a copy of a series of slides that provide an outline that is filled in by the presenter.

Unfortunately I have not had a chance to ask about a dedicated workshop yet.

Thank you  
Luba

**Luba Lisun**  
Parliamentary Education Office  
Legislative Assembly of British Columbia  
Tel: 250-356-1170  
Cell: 250-213-3350  
Web: [www.leg.bc.ca](http://www.leg.bc.ca)  
Follow the Legislative Assembly of British Columbia on [Facebook](#) and [Twitter](#)



## **Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 10, 2017 8:22 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Can we add...

This section to all job descriptions:

### **Confidentiality**

As an Order in Council appointee, the Ministerial Assistant must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The Ministerial Assistant must, at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

## Parte, Maura PSA:EX

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Tuesday, October 10, 2017 10:44 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** MOSS Website

<http://gww.fin.gov.bc.ca/gws/camss/moss/index.stm>

Thanks,

*Cindy McKinstry*

Administrator, Financial Operations

Corporate Financial and Facilities Services Branch

Ministry of Finance

**Phone:** (778) 698-8594 **Cell:** (250) 508-2096 **Fax:** (250) 356-7326

**E-mail:** [Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)

**Website:** <http://gww.fin.gov.bc.ca/>

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities



Where ideas work

## Parte, Maura PSA:EX

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**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Tuesday, October 10, 2017 10:50 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Power Point  
**Attachments:** Expense Authority Training Power Point.ppt

Hi Maura,

As discussed attached is the PowerPoint presentation for tomorrow.

Also here is the main page of the MOSS website (the site you cannot access):

### Ministers' Office Support Services

This intra-net site was developed to provide Minister's Offices with information related to financial, human resources, information systems and other administrative policies and procedures. If you have suggestions for material to be included on this site please contact Cindy McKinstry at 250-508-2096, Minister's Office Support Services, Ministry of Finance.

#### *What Is New?*

Quick Reference - New Office  
Quick Reference - Travel Allowance Guidelines  
Eforms - Setting up Profile and Setting up Delegates

Please select one of the following sections to access details about related services or browse by the Services drop down from the navigation above.

- Accounts Payable
- Budget Information
- Information Technology (IT)
- Facilities
- Freedom of Information
- Payroll
- Records Management
- Human Resources
- Telecommunications
- Travel
- Vehicles

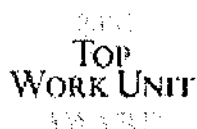
Orientation for Ministers Briefing Information includes high level information on topics such as The Cabinet System, Treasury Board, Freedom of Information, etc.

- Orientation for Ministers - Briefing Information

If you cannot find the information you are looking for, please contact us.

Thanks,  
*Cindy McKinstry*  
Administrator, Financial Operations  
Corporate Financial and Facilities Services Branch  
Ministry of Finance  
Phone: (778) 698-8594 Cell: (250) 508-2096 Fax: (250) 356-7326  
E-mail: [Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)  
Website: <http://www.fin.gov.bc.ca/>

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities



Where ideas work

## Parte, Maura PSA:EX

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**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:46 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Oath taking for Executive Assistants

Awesome, thank you.....dl

**Dawn-Lynn Phillips, HR Executive Support Services Advisor**  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:33 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Oath taking for Executive Assistants

Hi Dawn-Lynn,

For your information, next week all of our Executive Assistants will be in Victoria for training and we are arranging for the entire group to take the Political Staff Oath during that time.

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 10, 2017 12:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Summary of Ministry Responsibilities

Unfortunately, I only have the link as well. Which list of DM's? Name and Ministry or contact info?

L

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 12:32 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Summary of Ministry Responsibilities

Hi Layne,

I'm looking for some backgrounders in PDF format for inclusion in the resource binder.

Specifically the Summary of Ministry Responsibilities from this announcement:

<https://news.gov.bc.ca/releases/2017PREM0061-001322>

Plus the list of Deputy Ministers that was distributed.

All of this is online but I am looking for actual documents. Is this something you may have handy?

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 10, 2017 2:53 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Clarification Please

Hi Maura,

Would you mind confirming that I am understanding the plan for recording Victoria expenses incurred prior to permanent relocation correctly. I was speaking with an AC who was at your briefing and she had a different understanding so just wanted to be sure I haven't been misinforming people.

My understanding was these expenses would be treated as travel (same as during August) for those people moving within the province and should end by Sept. 30th.

Those moving from out-of-province would have these expenses fall under their relocation allowance and be subject to the relocation policy (15 days and then an allowance). Also ending Sept 30?

Thanks, L.

**Laurie Holland, Manager, Financial Operations**  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

## Parte, Maura PSA:EX

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**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 11, 2017 9:05 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: GCPE Org Chart  
**Attachments:** TAB 6 - GCPE Exec Org Structure\_with number of positions included\_Sept 2....pptx;  
Communications Operations Division.JPG

---

**From:** Welgush, Lindsey GCPE:EX  
**Sent:** Wednesday, October 11, 2017 8:53 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: GCPE Org Chart

Good morning, Lanyne:

My apologies for not responding to your request earlier.<sup>s.22</sup>

Here are the most up-to-date org charts for GCPE.

Regards,

**Lindsey Welgush** | Executive Coordinator  
Government Communications and Public Engagement  
[Lindsey.Welgush@gov.bc.ca](mailto:Lindsey.Welgush@gov.bc.ca)  
778 698-4798

---

**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 10, 2017 1:54 PM  
**To:** Welgush, Lindsey GCPE:EX  
**Subject:** FW: GCPE Org Chart

Hi Lindsey,

Do you have a more up to date one? We would like to give it to political staff.

Thanks,

L

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 10, 2017 1:49 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: GCPE Org Chart

One from a month ago and another from even earlier.  
We can ask for another, more up-to-date from [Lindsey.Welgush@gov.bc.ca](mailto:Lindsey.Welgush@gov.bc.ca)



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**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 10, 2017 8:26 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** GCPE Org Chart

Hey Sage,

Do you have a thorough GCPE org chart I could provide to MAs?

L

## Parte, Maura PSA:EX

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**From:** Welgush, Lindsey GCPE:EX  
**Sent:** Wednesday, October 11, 2017 9:40 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Premier John Horgan announces new cabinet to build a better B.C.  
**Attachments:** 2017PREM0061-001322.pdf

Please see enclosed.

Lindsey Welgush | Executive Coordinator  
Government Communications and Public Engagement [Lindsey.Welgush@gov.bc.ca](mailto:Lindsey.Welgush@gov.bc.ca)  
778 698-4798

-----Original Message-----

**From:** Kerr, Grant GCPE:EX  
**Sent:** Wednesday, October 11, 2017 9:39 AM  
**To:** Welgush, Lindsey GCPE:EX  
**Subject:** FW: Premier John Horgan announces new cabinet to build a better B.C.

Hi Lindsey,

Here is the July 18 news release and backgrounders regarding the following:

- \* Summary of Ministry Responsibilities
- \* Cabinet

The following are not in our news release system and would be an OIC:

Parliamentary Secretaries - OIC No. 212 on July 18 Deputy Ministers - This exists online but not in our system:  
<http://www2.gov.bc.ca/gov/content/governments/organizational-structure/cabinet/deputy-ministers>

Grant

-----Original Message-----

**From:** Kerr, Grant GCPE:EX [<mailto:Grant.Kerr@gov.bc.ca>]  
**Sent:** Wednesday, October 11, 2017 9:18 AM  
**To:** Kerr, Grant GCPE:EX  
**Subject:** Premier John Horgan announces new cabinet to build a better B.C.

Please refer to the files attached to this email. The following is the summary of the News Release

Permalink: <https://news.gov.bc.ca/15030>

News ID: NEWS-15030

NR Number: 2017PREM0061-001322

NR Type: News Release

State: Published

Release Date: July 18, 2017

Media Distribution Lists: 000.0 - Victoria, ETHALL\_ALL ETHNIC, LEGIS\_PRESS GALLERY, MEDIA, PROVI\_PROVINCE WIDE

Lead Organization: Office of the Premier

Headline: Premier John Horgan announces new cabinet to build a better B.C.

This email was auto-generated.

For Immediate Release  
2017PREM0061-001322  
July 18, 2017

Office of the Premier

NEWS RELEASE

Premier John Horgan announces new cabinet to build a better B.C.

VICTORIA - Premier John Horgan announced his new cabinet today to build a better B.C. and get results for people.

"Our government will offer families relief from high costs and fees, strengthen services like health care and education, and create good jobs and economic opportunity across B.C.," said Premier John Horgan.

"We will put people at the heart of everything we do. And we'll work hard to deliver on our commitments to British Columbians."

The new cabinet is made up of 20 ministers and two ministers of state. In addition, six MLAs have been named as parliamentary secretaries. Premier Horgan's cabinet is the first in B.C. history to achieve gender parity, with 10 women named to cabinet and one named minister of state.

Ministerial portfolios reflect the government's focus on making life better for people including a stand-alone Ministry of Mental Health and Addictions, a Minister of State for Child Care, and a Minister for Social Development and Poverty Reduction. The government is also putting a special focus on jobs and opportunity in B.C.'s tech sector.

The government includes a mix of new and experienced MLAs and also includes:

- \* Four ministers and two parliamentary secretaries aged 40 and under
- \* 10 ministers and parliamentary secretaries who identify as a visible minority
- \* The first First Nations woman appointed to cabinet

"Starting today, we will deliver a government that works for people. We're going to work hard every day to build a better B.C.," said Horgan.

Contact:

Jen Holmwood  
604 790-0487

BACKGROUND  
Members of the Executive Council

- \* Premier - Hon. John Horgan
- \* Minister of Advanced Education, Skills and Training - Hon. Melanie Mark
- \* Minister of Agriculture - Hon. Lana Popham

- \* Attorney General - Hon. David Eby
- \* Minister of Children and Family Development - Hon. Katrine Conroy
- \* Minister of State for Child Care - Hon. Katrina Chen
- \* Minister of Citizens' Services - Hon. Jinny Sims
- \* Minister of Education - Hon. Rob Fleming
- \* Minister of Energy, Mines and Petroleum Resources - Hon. Michelle Mungall
- \* Minister of Environment and Climate Change Strategy - Hon. George Heyman
- \* Minister of Finance and Deputy Premier - Hon. Carole James
- \* Minister of Forests, Lands, Natural Resource Operations, and Rural Development - Hon. Doug Donaldson
- \* Minister of Health - Hon. Adrian Dix
- \* Minister of Indigenous Relations and Reconciliation - Hon. Scott Fraser
- \* Minister of Jobs, Trade, and Technology - Hon. Bruce Ralston
- \* Minister of State for Trade - Hon. George Chow
- \* Minister of Labour - Hon. Harry Bains
- \* Minister of Mental Health and Addictions - Hon. Judy Darcy
- \* Minister of Municipal Affairs and Housing - Hon. Selina Robinson
- \* Minister of Public Safety and Solicitor General - Hon. Mike Farnworth
- \* Minister of Social Development and Poverty Reduction - Hon. Shane Simpson
- \* Minister of Tourism, Arts and Culture - Hon. Lisa Beare
- \* Minister of Transportation and Infrastructure - Hon. Claire Trevena

#### Parliamentary secretaries

- \* Parliamentary Secretary for Emergency Preparedness - Jennifer Rice
- \* Parliamentary Secretary for Poverty Reduction - Mable Elmore
- \* Parliamentary Secretary for Seniors - Anne Kang
- \* Parliamentary Secretary for Sport and Multiculturalism - Ravi Kahlon

\* Parliamentary Secretary for Technology - Rick Glumac

\* Parliamentary Secretary for TransLink - Bowinn Ma

-30-

Contact:

Jen Holmwood  
604 790-0487

## BACKGROUND Ministry Responsibilities

The BC Public Service is divided into ministries. Each ministry is responsible for a specific area of public policy, government function or service delivery.

Ministries may also be responsible for certain Crown corporations, agencies, boards, commissions and other affiliate organizations for which the Province appoints certain board members or has significant operational or oversight interests and responsibilities.

Following is the revised summary of ministry responsibilities as of July 28, 2017.

### OFFICE OF THE PREMIER

General Responsibilities:

- \* Strategic policy and legislative priorities
- \* Corporate planning
- \* Cabinet Operations, Executive Council and Committees
- \* Intergovernmental Relations Secretariat

### MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

General Responsibilities:

- \* Universities
- \* Colleges and other public post-secondary institutions and organizations
- \* Private training institutions
- \* Post-secondary financing
- \* Post-secondary policy, accountability and quality assessment
- \* Student services including financial assistance
- \* Labour market, information and skills training programs

- \* WorkBC.ca and WelcomeBC.ca information sites
- \* Industry and trades training policy
- \* Sector labour market partnerships
- \* B.C.'s Skills for Jobs Blueprint
- \* Cross-ministry labour market priorities co-ordination

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Association of Professional Engineers and Geoscientists
- \* Association of Chartered Professional Accountants
- \* BCcampus
- \* Boards of Examiners - landscape architects and music teachers
- \* British Columbia Council on Admissions and Transfer
- \* British Columbia Council for International Education
- \* Colleges and institutes
- \* Commissioner for Appeals - Private Training Act
- \* Degree Quality Assessment Board
- \* Industry Training Authority
- \* StudentAid BC Appeal Committee
- \* University, college and institute boards of governors

#### MINISTRY OF AGRICULTURE

##### General Responsibilities:

- \* Agriculture, seafood and food processing policy and business development, including land-use planning
- \* Plant and animal health
- \* HealthBC Chief Veterinary Officer
- \* Food safety, quality inspection and consumer protection
- \* Commercial fisheries and fish processing
- \* Marine fisheries and seafood industry development

- \* Agrifood and seafood domestic and international marketing and trade
  - \* Business risk management, including Production Insurance Special Account
  - \* Licensing, inspection and standards for slaughter facilities
  - \* Animal welfare
- Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:
- \* Agricultural Land Commission
  - \* BC Farm Industry Review Board
  - \* BC Society for the Prevention of Cruelty to Animals
  - \* College of Veterinarians of BC
  - \* Various marketing boards and commissions

#### MINISTRY OF ATTORNEY GENERAL

##### General Responsibilities:

- \* Access to justice services
- \* Criminal justice and prosecution services
- \* Civil and family law policy
- \* Family justice services
- \* Administrative law policy
- \* Court services and administration
- \* Dispute Resolutions Office
- \* Legal aid
- \* Public legal education and information
- \* Legal services to government
- \* Family maintenance and locate services
- \* Justice transformation
- \* Protection and promotion of human rights
- \* Investigation and Standards Office
- \* Justice data

- \* Judiciary
- \* Crown Proceeding Act administration
- \* Public Guardian and Trustee Special Account administration
- \* Gaming policy, enforcement and responsible gambling strategy
- \* Liquor control and licensing

Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* BC Ferry Commission
- \* BC Human Rights Tribunal
- \* BC Law Institute
- \* BC Lottery Corporation
- \* BC Review Board
- \* BC Utilities Commission
- \* British Columbia International Commercial Arbitration Centre
- \* Building Code Appeal Board
- \* Civil Resolution Tribunal
- \* Community Care and Assisted Living Appeal Board
- \* Employment Standards Tribunal
- \* Environmental Appeal Board
- \* Financial Services Tribunal
- \* Forest Appeals Commission
- \* Health Professions Review Board
- \* Hospital Appeal Board
- \* Independent Investigations Office
- \* Industry Training Appeal Board
- \* Insurance Corporation of BC
- \* Judicial Council of the Provincial Court of BC



- \* Labour Relations Board
- \* Law Foundation and Law Society of BC
- \* Legal Services Society
- \* Liquor Distribution Branch
- \* Mental Health Review Board
- \* Notaries Public Foundation and Board of Examiners
- \* Oil and Gas Appeal Tribunal
- \* Property Assessment Appeal Board
- \* Public Guardian and Trustee
- \* Safety Standards Appeal Board
- \* Surface Rights Board

#### MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

(Including Minister of State for Child Care)

#### General Responsibilities:

- \* Adoption services
- \* Child safety, family support and children in care services
- \* Foster care
- \* Child care financial assistance and services
- \* Early childhood development
- \* Children and youth with special needs
- \* Community-based child and youth mental health
- \* Youth custody and forensic psychiatric services
- \* Service delivery administration, policy, integrated case management, quality assurance and other system supports
- \* Provincial Office of Domestic Violence
- \* Columbia River Treaty

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* BC College of Social Workers

- \* Columbia Basin Trust

- \* Columbia Power Corporation

- \* Provincial Child Care Council

## MINISTRY OF CITIZENS' SERVICES

### General Responsibilities:

- \* Strategic Partnerships Office

- \* Procurement and supply services

- \* Queen's Printer

- \* Office of the Chief Information Officer

- \* Technology Solutions

- \* Network BC

- \* Service BC

- \* BC OnLine

- \* BC Registry Services

- \* Government real estate and accommodation services

- \* Freedom of Information policy and administration

- \* Chief Records Officer and corporate information and records management

- \* Lean BC

## MINISTRY OF EDUCATION

### General Responsibilities:

- \* K-12 standards and accountability

- \* K-12 funding and financial reporting

- \* Curriculum, assessment and reporting

- \* Special needs inclusive education

- \* Independent and offshore schools

- \* Public school capital and seismic program
- \* Literacy and official languages in education
- \* Libraries
- \* Teacher regulation
- \* Scholarships
- \* BC Training and Education Savings Program Special Account grants
- \* StrongStart BC early learning centres
- \* Open School BC

Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* BC Teachers' Council
- \* Commissioner for Teacher Regulation
- \* Disciplinary and Professional Conduct Board
- \* Education Advisory Council
- \* Independent School Teaching Certificate Standards Committee
- \* Independent schools
- \* School districts

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

General Responsibilities:

- \* Electricity and alternative energy development policy
- \* Energy efficiency
- \* Renewable energy development
- \* Innovative Clean Energy Fund
- \* Renewable and low carbon intensity fuels policy
- \* Mines and mineral resources policy
- \* Mines and minerals permitting, inspections, compliance and enforcement
- \* Mineral and coal exploration, development and tenuring

- \* BC Geological Survey
- \* Oil and gas policy
- \* Upstream development and liquefied natural gas
- \* Oil and gas pipelines and strategic initiatives including First Nations engagement

Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Assayer Certification Board of Examiners
- \* BC Oil and Gas Commission
- \* British Columbia Hydro and Power Authority and Powerex Corporation

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

General Responsibilities:

- \* Parks, Park Enhancement Fund and protected areas
- \* Air, land and water quality and water quality standards
- \* Pollution prevention and waste management
- \* Species and ecosystem policy, science and information management
- \* Water-use policy, science and information management
- \* Water and air monitoring and reporting
- \* Conservation officer service
- \* Climate Action and Climate Leadership Plan
- \* Environmental monitoring and state of environment reporting
- \* Sustainable Environment Fund administration
- \* Environmental emergency response
- \* Invasive marine species and integrated pest management

Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* College of Applied Biology
- \* Environmental Assessment Office

MINISTRY OF FINANCE

#### General Responsibilities:

- \* Treasury Board Staff
- \* Economic and fiscal analysis, policy, planning and management
- \* Capital planning and management
- \* Office of the Comptroller General
- \* Corporate accounting services
- \* Internal audit services
- \* Crown governance including Crown Agencies Resourcing Office
- \* Board Resourcing and Development Office
- \* Treasury and Insurance and Risk Management Special Account administration
- \* Bonding and other financial securities
- \* Regulation of financial services, capital markets, occupational pension plans, real estate services, societies and other matters affecting financial interests and corporations
- \* Tax policy, major federal transfers and Canada Pension Plan
- \* Tax assessment and collection including property, income and consumer
- \* Forestry, mines, oil and gas revenue assessments and collections
- \* Loan and accounts collection and management
- \* Homeowner grants administration
- \* Employee benefits and Long-Term Disability Fund Special Account administration
- \* Government Communications and Public Engagement
- \* Housing Priority Initiatives Special Account
- \* BC Prosperity Fund

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Auditor Certification Board
- \* BC Pension Corporation
- \* BC Public Service Agency

- \* BC Securities Commission
- \* British Columbia Investment Management Corporation
- \* Credit Union Deposit Insurance Corporation
- \* Financial Institutions Commission
- \* Government House
- \* Insurance Council of British Columbia
- \* Office of the Superintendent of Real Estate
- \* Partnerships BC
- \* Public Sector Employers' Council and provincial public sector employer's associations
- \* Real Estate Council and Real Estate Foundation of British Columbia

#### MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

##### General Responsibilities:

- \* Forests, grazing and range authorizations and stewardship policy
- \* Forests for Tomorrow
- \* Timber supply, inventory and tree improvement
- \* Forest health, enhancement planning and stewardship policy
- \* BC Timber Sales Special Account administration
- \* Forest tenures, pricing, competitiveness and innovation
- \* Wildfire management and preparedness
- \* Softwood lumber trade
- \* Resource roads and bridges
- \* Crown land allocations, authorizations, investment strategies, restoration, contaminated site management and Special Account administration
- \* Water use planning and authorizations
- \* Flood management, dam and dyke safety and regulation
- \* Drought management
- \* Marine and land use planning and implementation

- \* FrontCounter BC
- \* Aquaculture tenuring
- \* Aboriginal consultation and coordination
- \* Backcountry recreation, sites and trails
- \* Resorts and alpine ski developments
- \* Fish, wildlife and habitat management
- \* Angling, hunting and trapping licensing and permitting
- \* Provincial maps and air photos
- \* Invasive plants and species
- \* Archaeology policy, permitting and conservation of historic places
- \* Resource management compliance and enforcement
- \* Rural BC Secretariat
- \* Community transition and adjustment services
- \* Regional economic and rural development
- \* Economic and community response to mountain pine beetle

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Associations of BC Land Surveyors and Forest Professionals
- \* BC Land Title and Survey Authority
- \* Creston Valley Wildlife Management Authority
- \* Forest Enhancement Society of BC
- \* Forest Practices Board
- \* Freshwater Fisheries Society of BC
- \* Habitat Conservation Trust Foundation
- \* Integrated Cadastral Information Society
- \* Muskwa-Kechika Advisory Board
- \* Private Managed Forest Land Council

- \* Rural Advisory Council
- \* Skagit Environmental Endowment Commission
- \* Timber Export Advisory Committee

## MINISTRY OF HEALTH

(Including Parliamentary Secretary for Seniors)

### General Responsibilities:

- \* Leadership and support for the health service delivery system
- \* Health regulation and licensing
- \* Health system performance analytics, management and reporting
- \* Medical Services Plan
- \* PharmaCare
- \* Vital statistics
- \* Health promotion, protection and preventative health
- \* Public health
- \* HealthLinkBC
- \* Primary and community care
- \* Community and home support services
- \* Assisted living and residential care
- \* Mental health and substance use services
- \* End-of-life and palliative care
- \* Diagnostic services
- \* Hospital and emergency services
- \* Health human resource planning
- \* Health information management and technology
- \* Health system governance and financial management
- \* Health facilities policy and planning



- \* Health Special Account for health care, research, promotion and education services

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* BC Clinical and Support Services Society
- \* BC Emergency Health Services and BC Ambulance Service
- \* BC Patient Safety and Quality Council
- \* Data Stewardship Committee
- \* Drug Benefit Council
- \* Emergency Medical Assistants Licensing Board
- \* Forensic Psychiatric Services Commission
- \* Health Care Practitioners Special Committee for Audit Hearings
- \* Health Shared Services BC
- \* Medical Services Commission
- \* Office of the Provincial Health Officer
- \* Office of the Seniors Advocate
- \* Patient Care Quality Review Boards
- \* Professional colleges - medical and health services
- \* Provincial health authorities and First Nations Health Authority

#### MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

##### General Responsibilities:

- \* Aboriginal policy and co-ordination, including consultation and accommodation policy
- \* Negotiation and implementation of treaty and other economic and reconciliation agreements
- \* Crown/First Nations relationships
- \* Strategic partnerships, initiatives and community development
- \* First Citizens' Fund
- \* First Nations Clean Energy Business Fund

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* BC Treaty Commission
- \* First Peoples' Heritage, Language and Culture Council (First Peoples' Cultural Council)
- \* Haida Gwaii Management Council
- \* Minister's Advisory Council on Aboriginal Women
- \* New Relationship Trust

#### MINISTRY OF JOBS, TRADE AND TECHNOLOGY

(Including Minister of State for Trade and Parliamentary Secretary for Technology)

#### General Responsibilities:

- \* BC Jobs Plan
- \* Workforce development and provincial immigration policy and programs
- \* Provincial Nominee Program
- \* Centre for Data Innovation
- \* Centre for data driven innovation/integrated data office; DataBC/Enterprise data systems
- \* Economic development policy and sector analysis
- \* Major Investments Office
- \* International and internal trade policy
- \* Export market development
- \* International investment attraction
- \* International trade and investment offices and representatives
- \* International missions coordination
- \* New West Partnership and other internal trade agreements
- \* Venture capital program
- \* Investment capital
- \* BC Tech Fund
- \* International marketing
- \* Small Business Roundtable

- \* Small Business BC
- \* Smart regulation and regulatory reform
- \* Small Business Accord
- \* Technology & innovation
- \* #BCTECH Strategy
- \* BC Knowledge Development Fund
- \* BC Stats

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* AdvantageBC International Business Centre
- \* Aboriginal Business and Investment Council
- \* BC-Alcan Northern Development Fund
- \* BC Immigrant Investment Fund Ltd. and BC Renaissance Capital Fund Ltd.
- \* BC Innovation Council
- \* British Columbia Trade and Invest Ltd.
- \* Forestry Innovation Investment Ltd.
- \* HQ Vancouver
- \* Nechako-Kitimat Development Fund Society
- \* North Island Coast Development Initiative Trust (Island Coastal Economic Trust)
- \* Northern Development Initiative Trust
- \* Premier's Technology Council
- \* Premier's Women's Economic Council
- \* Southern Interior Development Initiative Trust
- \* Vancouver International Maritime Centre

#### MINISTRY OF LABOUR

##### General Responsibilities:

- \* Labour relations

- \* Employment standards
- \* Occupational health and safety
- \* Workers compensation policy

Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Canadian Centre for Occupational Health and Safety
- \* Collective Agreement Arbitration Bureau Joint Advisory Committee
- \* Workers' Compensation Appeal Tribunal
- \* Workers' and Employers' Advisers Offices
- \* WorkSafeBC

#### MINISTRY OF MENTAL HEALTH AND ADDICTIONS

General Responsibilities:

- \* Policy development
- \* Program evaluation
- \* Research
- \* Opioid Secretariat/Task Force

#### MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

(Including Parliamentary Secretary for TransLink)

General Responsibilities:

- \* Community charters and other local government policy and legislation
- \* Local government services
- \* University Endowment Lands Special Account and administration
- \* Local government planning and infrastructure financial assistance
- \* Property assessment policy and services
- \* Community gaming grants
- \* TransLink planning, policy and legislation
- \* Housing and homeless policy

- \* Affordable housing initiatives and BC HOME Partnership program
- \* Transition houses
- \* Housing, rental and shelter financial assistance and supports
- \* Building policy
- \* Safety standards and inspections
- \* Residential tenancy and landlord-tenant dispute resolution
- \* Housing Endowment Fund administration

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Audit Council of the Auditor General for Local Government
- \* BC Assessment Authority
- \* BC Housing Management Commission
- \* Board of Examiners (local governments)
- \* British Columbia Safety Authority
- \* Building Policy Advisory Committee
- \* Islands Trust Fund Board
- \* Office of the Auditor General for Local Government
- \* Property Assessment Review Panels
- \* Provincial Rental Housing Corporation
- \* TransLink

#### MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

(Including Parliamentary Secretary for Emergency Preparedness)

#### General Responsibilities:

- \* BC Coroners Service
- \* Correctional services and special account administration
- \* Crime prevention
- \* Criminal record checks

- \* Policing
- \* Private security industry regulation
- \* Protection order registry
- \* RoadSafetyBC
- \* Victim services and Victim Surcharge Special Account administration
- \* Civil Forfeiture and Criminal Asset Management Special Accounts administration
- \* Consumer protection
- \* Cannabis policy
- \* Provincial emergency planning and preparedness, mitigation, prevention, response and recovery
- \* Flood protection and planning
- \* Office of the Fire Commissioner
- \* Disaster financial assistance

#### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Combined Forces Special Enforcement Unit and Organized Crime Agency of BC
- \* Consumer Protection BC
- \* E-Comm
- \* Motor Vehicle Sales Authority of BC
- \* Police Boards

#### MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

(Including Parliamentary Secretary for Poverty Reduction)

##### General Responsibilities:

- \* Income assistance and supports
- \* Disability assistance
- \* Accessibility
- \* Employment programs and WorkBC employment centres
- \* Provincial Disability Strategy

- \* Adult community living services
- \* Social innovation and partnerships
- \* Seniors supplement
- \* Healthy Kids Program
- \* Community employment partnerships

**Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:**

- \* Community Living BC
- \* Employment and Assistance Appeal Tribunal
- \* Expert Advisory Panel on Specialized Population (Employment Programs of BC)

**MINISTRY OF TOURISM, ARTS AND CULTURE**

(Including Parliamentary Sport and Multiculturalism)

**General Responsibilities:**

- \* Tourism strategy
- \* Mountain resort initiative and municipal and regional district tax program
- \* Aboriginal tourism
- \* Film, television and digital policy
- \* Sports development, including Physical Fitness and Amateur Sport Fund
- \* Arts and cultural development, including BC Arts and Culture Endowment Fund
- \* Multiculturalism

**Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:**

- \* BC Arts Council
- \* BC Games Society
- \* BC Pavilion Corporation
- \* Creative BC
- \* Destination British Columbia
- \* Knowledge Network Corporation

- \* Legacy Initiatives Advisory Council
- \* Medal of Good Citizenship Committee
- \* Minister's Council on Tourism
- \* Multicultural Advisory Council of BC
- \* Office of the BC Athletic Commissioner
- \* Royal BC Museum
- \* viaSport British Columbia
- \* Whistler Sport Legacies Society and 2010 Games Operating Trust

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

### General Responsibilities:

- \* Transportation planning and policy, except for TransLink legislation and governance
- \* Highway construction, maintenance and operations
- \* Commercial vehicle safety, inspections, standards, licensing and permits
- \* Port, airport and Pacific Gateway strategy and development
- \* Infrastructure and infrastructure grants for BC transit, TransLink and highways
- \* Access to Build Canada Fund
- \* Major capital project management and infrastructure partnerships
- \* Rural subdivision approvals
- \* Container trucking and Passenger Transportation Registrar and licensing
- \* Public transit and coastal and inland ferries
- \* Provincial Rail Safety Registrar

### Crown Corporations, Agencies, Boards, Commissions and Other Key Organizations:

- \* Airport and Port Authorities
- \* BC Ferry Authority
- \* BC Railway Company and BC Rail Properties Ltd.
- \* BC Transit Corporation



- \* BC Transportation Financing Authority
- \* Office of the BC Container Trucking Commissioner
- \* Passenger Transportation Board
- \* Victoria Regional Transit Commission
- \* Transportation Investment Corporation

Contact:

Jen Holmwood  
604 790-0487

Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

## **Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 11, 2017 9:55 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Cover  
**Attachments:** Cover.docx

Hey Maura,

I figured out what was happening – Robb's e-mails were being blocked to me. I've created a very simple cover that we can use if you want though...

Not sure what language you want included, if any on the cover.

Layne

Page 067

Withheld pursuant to/removed as

s.22

**Parte, Maura PSA:EX**

---

**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 11, 2017 12:19 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Powerpoint  
**Attachments:** Final\_Sr MA Orientation.pptx

Hey Maura,

I quickly did a powerpoint for today if we want to use it.

Layne

## Parte, Maura PSA:EX

---

**From:** Quelch, Barbara PSA:EX  
**Sent:** Wednesday, October 11, 2017 3:39 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** applicant summary for current AA vacancies  
**Attachments:** s.22 Applicant Report.docx; s.22 Applicant Report.docx;  
- Applicant Report.docx; Clerk 9 summary.xlsx; s.22 Applicant  
Report.docx

Hi Maura,

I am attaching a document which provides a summary of all five applicants currently under consideration for the Clerk 9 AA vacancies. I have included s.22 on this list as I have not yet heard back from you regarding next steps for her placement. Individual applicant reports are also attached.

s.22

Maura, If it would be helpful we could have a short call to walk through these applicants. Please feel free to reach me at 250-812-1049.

Barbara Quelch, Practice Advisor  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

*Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

## Parte, Maura PSA:EX

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**From:** Holt, Lynne FIN:EX  
**Sent:** Wednesday, October 11, 2017 5:42 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Orientation info  
**Attachments:** Appointment Overview\_FINAL.docx; Board Appointment Process - Roles and Responsibilities - FINALOct11th.docx

Hi Maura, here is the material for the resource binder, I have sent them as two separate documents but they can be merged in to one. Let me know if you have any question son it or are looking for something different.

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 9:58 AM  
**To:** Holt, Lynne FIN:EX  
**Subject:** RE: Orientation info

Hi Lynne,

Thanks for sending the information below.

I'm wondering if you have any updated information for me to include in the resource binder?

Thanks again,  
Maura  
250-213-6377

---

**From:** Holt, Lynne FIN:EX  
**Sent:** Wednesday, October 4, 2017 12:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Orientation info

Hello Maura,

Are you aware of the Minister's office support services in the Ministry of Finance. They put the orientation for minister's briefing book together see table of contents below. You should have access to this site and all this information electronically – all MA's should be aware of this site and use it for reference.

I will review the Board Resourcing and Development info below and send you an updated version.

*Lynne Holt*  
*Executive Lead, Crown Agencies and Board Resourcing Office*  
*Ministry of Finance*  
*Cell Phone: 250 893 5217*  
*e-mail: [lynne.holt@gov.bc.ca](mailto:lynne.holt@gov.bc.ca)*

## Ministers' Office Support Services

This intra-net site was developed to provide Minister's Offices with information related to financial, human resources, information systems and other administrative policies and procedures. If you have suggestions for material to be included on this site please contact Cindy McKinstry at 250-508-2096, Minister's Office Support Services, Ministry of Finance.

### *What Is New?*

Quick Reference - New Office

Quick Reference - Travel Allowance Guidelines

Eforms - Setting up Profile and Setting up Delegates

Please select one of the following sections to access details about related services or browse by the Services drop down from the navigation above.

- Accounts Payable
- Budget Information
- Information Technology (IT)
- Facilities
- Freedom of Information
- Payroll
- Records Management
- Human Resources
- Telecommunications
- Travel
- Vehicles

Orientation for Ministers Briefing Information includes high level information on topics such as The Cabinet System, Treasury Board, Freedom of Information, etc.

- Orientation for Ministers - Briefing Information

If you cannot find the information you are looking for, please contact us.

## Orientation for Ministers Briefing Book

This briefing book includes high level information on topics such as Standards of Conduct, the Cabinet Committee Decision Making Process, Crown Agency Accountability System and the Lobbyists Registry.

- Introduction
- Contacts
- Standards of Conduct
- The Cabinet & Committee Decision Making Process
- The Legislative Process & Orders In Council
- Treasury Board
- Financial Management Framework
- The Public Service
- Information Management
  - Information Management Act
- Freedom of Information

- Communications & Public Engagement
- Intergovernmental Relations
- Governance and Accountability Framework for Public Sector Organizations
- Lobbyists Registry
- Board Resourcing & Development
- Risk Management & Government Security
- Ministers' Salaries, Benefits & Expenses
- Information Technology

For questions or further assistance, please contact:

Tamara McLeod, Executive Director  
Financial Management Branch  
Office of the Comptroller General



## Parte, Maura PSA:EX

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**From:** Oliver, Chrissy PSA:EX  
**Sent:** Thursday, October 12, 2017 2:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Confirmation of Travel Status for Ministers Offices

Hi Maura, I can't recall if we received confirmation on which budget will pay for the travel for the MAs that are staying in Victoria while they find permanent housing.

I believe it was the Ministers' office budgets but can't find final direction. Please advise.

Thanks.

Chrissy

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**From:** Halls, Lori D PSA:EX  
**Sent:** Thursday, September 28, 2017 10:15 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Confirmation of Travel Status for Ministers Offices

Cindy

Please accept this email as confirmation that the travel expenses noted below are allowed to continue under the same terms, through September 2017 as we finalize the transition period and get the permanent Ministers' office staff in place.

Lori Halls  
Deputy Minister  
BC Public Service Agency

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**From:** Halls, Lori D PSA:EX  
**Sent:** Tuesday, August 15, 2017 12:07 PM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Roe, Sandra PSA:EX  
**Subject:** Confirmation of Travel Status for Ministers Offices

Cindy

I am writing to confirm that until permanent hires are in place for the Ministerial Assistant roles in the Ministers' Offices, the Premier's Office have agreed to pay travel expenses to the temporary Ministerial Assistants who are not based in Victoria. This is an interim agreement until permanent MAs are in place.

Please accept this email as confirmation that these travel expenses are allowed during this transition period and individuals have been advised as such. Reimbursement for those on travel status will be at the Group 3 rates.

## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Friday, October 13, 2017 10:06 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Clarification Please

Hi Maura,

Do you have a few minutes to chat about a couple of relocation items today?

Thanks, L.

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 10, 2017 2:53 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Clarification Please

Hi Maura,

Would you mind confirming that I am understanding the plan for recording Victoria expenses incurred prior to permanent relocation correctly. I was speaking with an AC who was at your briefing and she had a different understanding so just wanted to be sure I haven't been misinforming people.

My understanding was these expenses would be treated as travel (same as during August) for those people moving within the province and should end by Sept. 30th.

Those moving from out-of-province would have these expenses fall under their relocation allowance and be subject to the relocation policy (15 days and then an allowance). Also ending Sept 30?

Thanks, L.

Laurie Holland, Manager, Financial Operations  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

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Where ideas work

## Parte, Maura PSA:EX

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**From:** Wong, Tamarra PREM:EX  
**Sent:** Friday, October 13, 2017 12:19 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Geoff's schedule

Hi Maura,

His schedule is pretty full both days but I can make Wed, Oct 18 between 2-3pm work.

Tamarra Wong  
Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
Tel: 250-356-2785 | Cell: 250-208-3085

On Oct 13, 2017, at 10:54 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Tamarra,

I'm checking to see whether Geoff is able to attend sessions of the Executive Assistant orientation next Tuesday and Wednesday.

I'm hoping he can address participants Tuesday morning between 9am - 10am and also at the closing session on Wednesday at 5pm.

The training goes both days, all day from 9-5.

If he can't make those times please let me know when he's available and we can adjust the schedule to suit.

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Monday, October 16, 2017 11:58 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Relocation E-mails s.22  
**Attachments:** RE: Relocation expenses - s.22 ; RE: Relocation Reimbursement for s.22  
s.22 ; RE s.22 September travel expenses; RE: Follow-up; RE: Moving Expense  
Claim; RE: Expenses for s.22 ; FW: Phone Call - Temporary Expenses in  
Victoria

Hi Maura,

Thanks for chatting with me this morning. Here are some e-mails I sent in response to the MAs' questions. I apologize if I have given out information that conflicts with what you advised them. I will forward any new questions to you.

Thanks, L.

**Laurie Holland, Manager, Financial Operations**  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

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Where ideas work

## Parte, Maura PSA:EX

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**From:** Quelch, Barbara PSA:EX  
**Sent:** Monday, October 16, 2017 4:16 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** process for returnings<sup>s.22</sup>

Hi Maura,

This is a follow-up regarding steps required to re-hire your<sup>s.22</sup> employee. I've had a chance to speak with our LR team and they confirm that there should be no issues.<sup>s.22</sup>

s.13,s.22

Maura, once you confirm the start date and compensation details we will draft a letter of offer for you and run it by Caroline for her input.

Let me know if you have any questions and/or concerns.

**Barbara Quelch, Practice Advisor**  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

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**Parte, Maura PSA:EX**

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**From:** Quelch, Barbara PSA:EX  
**Sent:** Thursday, October 19, 2017 11:19 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** Clerk 9 AA Next Steps  
**Attachments:** s.22 Applicant Report.docx<sup>s.22</sup> Applicant Report.docx  
**Importance:** High

Hi Maura,

As per my voice mail earlier today, here is an outline regarding next steps for the AA vacancies:

**Minister of State for Trade**

Kate Duncan is starting tomorrow and we urgently need to ensure the office is expecting her and that we provide Kate with instructions for her first day.

**Public Safety and Solicitor General**

Charlotte Hunt, starting on the 30<sup>th</sup> and will require start-up instructions for her first day as well.

**Finance**

If there has been a change in plan for filling this vacancy we have two remaining qualified candidates. I have attached their applicant reports.

I look forward to hearing from you Maura.

Sincerely,

**Barbara Quelch, Practice Advisor**

Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |

**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

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## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, October 19, 2017 11:57 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Laird, Corinna A FIN:EX; Parte, Maura PSA:EX  
**Subject:** FW: Relocation  
**Attachments:** s.22 - Relocation - In progress.pdf; RE: Relocation reimbursement for s.22

Hi Cindy,

s.22

- please see attached email.

I'm waiting for the list to be signed off and then I will send it to you right away.

In-province moves were approved at \$3K. Anything above that needs to be run by Maura.

I've cc'd Maura so she is aware you have several claims over \$3K. Are the overages small (e.g, up to \$200)?

Thanks, L.

---

**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Thursday, October 19, 2017 11:39 AM  
**To:** Holland, Laurie PSA:EX  
**Cc:** Laird, Patricia FIN:EX  
**Subject:** FW: Relocation

Hi Laurie,

Please see attached claim. We do not have the list of amounts that relocating staff are allowed to claim. I think from a conversation we had is that they are only entitled to \$3000. We have quite a few that are over the \$3000 limit.

The other one was from Mental Health and Addictions and I advised them to contact you.

Do you have the list of staff and the authorized amount? What do they do if they exceed the limit?

Thanks,  
Cindy

---

**From:** Laird, Patricia FIN:EX  
**Sent:** Thursday, October 19, 2017 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** Relocation

Hi Cindy,

Can you review this for me to make sure it's correct. And I have everything.

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

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## Parte, Maura PSA:EX

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**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, October 19, 2017 12:34 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Incidentals for relocation cost  
**Attachments:** Application For Incidental Moving Expenses On Relocation and Moving Household Effects.pdf;  
relocation\_assistance\_househunting\_expense\_report\_assignment\_of\_wages\_ag....pdf

Hi Maura,

s.22

Thanks, L.

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Friday, October 13, 2017 11:15 AM  
**To:** Wade, Debbie MMHA:EX  
**Cc:** s.22, McKinstry, Cindy D FIN:EX  
**Subject:** FW: Incidentals for relocation cost

Hi again Debbie,

A few other notes about submitting <sup>s.22</sup> relocation claim...

- Please use the e-form travel voucher to claim relocation expenses, if possible. A manual travel voucher is the other option.
- Submit a separate e-form travel voucher for relocation expenses – don't combine relocation on the same voucher as living expenses incurred prior to the permanent relocation or other travel.
- Include applicable receipts showing proof of payment, the signed agreement attached to this email, and a copy of the signed appointment letter.
- Submit the vouchers to Ministers' Office Support Services (MOSS) as you do for travel claims.
- A summary of travel rates is available on the MOSS website.

Please direct questions about completing the travel voucher form and timing of payments to your contact in MOSS.

Questions regarding allowable relocation expenses can continue to be forwarded to me.

Thanks, L.

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Friday, October 13, 2017 11:06 AM  
**To:** Wade, Debbie MMHA:EX  
**Cc:** s.22, McKinstry, Cindy D FIN:EX  
**Subject:** RE: Incidentals for relocation cost

Hi Debbie,

s.22

Thank you, Laurie

Laurie Holland, Manager, Financial Operations  
Financial Management Office | BC Public Service Agency  
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | 778-698-4329

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Where ideas work

**From:** Wade, Debbie MMHA:EX  
**Sent:** Thursday, October 12, 2017 5:51 PM  
**To:** Holland, Laurie PSA:EX  
**Cc:** s.22  
**Subject:** FW: Incidentals for relocation cost

Hi Laurie;

I am working on s.22 relocation expenses. s.22

Thanks so much!

*Debbie Wade  
Administrative Co-ordinator to the  
Honourable Judy Darcy  
Minister of Mental Health and Addictions  
Room 346 Parliament Buildings  
Ph# 387-9846*

**Parte, Maura PSA:EX**

---

**From:** Clark, Layne PREM:EX  
**Sent:** Thursday, October 19, 2017 1:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Admin Coordinator Meeting

Hi Maura,

I would like to have an admin coordinator meeting, where I introduce myself to them and figure out how things are working in their shops. I'm not sure if you had ideas on an orientation day (similar to what we did for political staff) but would like to figure out a way to engage them more from the Premier's Office.

Let me know if you have thoughts and I can try to put something together.

Layne

## Parte, Maura PSA:EX

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Friday, October 20, 2017 10:31 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Laird, Patricia FIN:EX; Poldrugovac, Saija FIN:EX; Janke, Debra FIN:EX; Parte, Maura PSA:EX  
**Subject:** RE: Relocation  
**Attachments:** Authorized Relocation Assistance - October 20, 2017.pdf

Hi Cindy,

Attached is the approved relocation assistance list for the MAs. Please let me know if you receive claims that exceed the amounts on the list and I will send through the proper channels to get approval. I will send an updated list as required. I will also let you know once I hear about the approvals for the Premier's Office staff and the out-of-province MAs.

Thanks, L.

---

**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Thursday, October 19, 2017 12:24 PM  
**To:** Laird, Patricia FIN:EX; Poldrugovac, Saija FIN:EX; Janke, Debra FIN:EX  
**Cc:** Holland, Laurie PSA:EX  
**Subject:** FW: Relocation

Hi all,

I just spoke with Laurie and the list will be sent to us shortly.<sup>s.22</sup>  
<sup>s.22</sup> We have to hold off until we receive the approved list before processing the claims as there is probably going to be an FOI request for this.

Once we receive the list if a person goes over the allotted amount please advise Laurie Holland and she will seek another approval. The approval must be in writing as per CPPM.

Thanks,  
Cindy

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Thursday, October 19, 2017 11:57 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Cc:** Laird, Corinna A FIN:EX; Parte, Maura PSA:EX  
**Subject:** FW: Relocation

Hi Cindy,

<sup>s.22</sup>

I'm waiting for the list to be signed off and then I will send it to you right away.

In-province moves were approved at \$3K. Anything above that needs to be run by Maura.

I've cc'd Maura so she is aware you have several claims over \$3K. Are the overages small (e.g, up to \$200)?

Thanks, L.

---

**From:** McKinstry, Cindy D FIN:EX  
**Sent:** Thursday, October 19, 2017 11:39 AM  
**To:** Holland, Laurie PSA:EX  
**Cc:** Laird, Patricia FIN:EX  
**Subject:** FW: Relocation

Hi Laurie,

Please see attached claim. We do not have the list of amounts that relocating staff are allowed to claim. I think from a conversation we had is that they are only entitled to \$3000. We have quite a few that are over the \$3000 limit.

The other one was from Mental Health and Addictions and I advised them to contact you.

Do you have the list of staff and the authorized amount? What do they do if they exceed the limit?

Thanks,  
Cindy

---

**From:** Laird, Patricia FIN:EX  
**Sent:** Thursday, October 19, 2017 11:21 AM  
**To:** McKinstry, Cindy D FIN:EX  
**Subject:** Relocation

Hi Cindy,

Can you review this for me to make sure it's correct. And I have everything.

Pat

Pat Laird  
Ministry of Finance  
Corporate Services Division  
Executive Financial Clerk  
Phone: 778 698-8590  
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

## Parte, Maura PSA:EX

---

**From:** Clark, Layne PREM:EX  
**Sent:** Friday, October 20, 2017 12:40 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Corporate Calendar

They have been added. She hasn't been added to the distribution list.

Layne

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 20, 2017 12:19 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Fw: Corporate Calendar

Hi Layne,

Is it possible to add EAs to the corporate calendar distribution list?

Please see email below.

Thank you,  
Maura

---

**From:** Arora, Jasleen AG:EX  
**Sent:** October-20-17 11:01 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Corporate Calendar

Hi Maura,

Hope you're doing well.

It was great to meet you last week, thanks for doing a wonderful job in getting the EA's acquainted and organized.

An item that came up in our AG staff meeting today was having myself or potentially all EA's on the Corporate Calendar emails or shares. This might already be on the agenda but I thought I would check in.

Thanks in advance,  
Jasleen

## Parte, Maura PSA:EX

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Monday, October 23, 2017 10:40 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Offer letter wording

Hi Maura --

Subject to an Order in Council being signed by the Lieutenant Governor in Council, and the results of the security check, I am offering you appointment to the role of X in the X Office, with the Ministry of Attorney General.

Your tentative start date is Tuesday, October X, 2017. Your salary on appointment will be \$X CAD per annum. The other terms and conditions of this appointment are those established for Category C Order in Council appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees>. Please take some time to familiarize yourself with them.

Hope this helps.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Page 088

Withheld pursuant to/removed as

s.22





**Parte, Maura PSA:EX**

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**From:** Clark, Layne PREM:EX  
**Sent:** Thursday, October 26, 2017 6:25 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Agenda  
**Attachments:** 171027 MA Agenda.docx


Hey Maura,

Here's what I'm thinking as an agenda tomorrow. It will be mostly discussion based. Let me know if you have anything you think we should add.

Layne

## Parte, Maura PSA:EX

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Friday, October 27, 2017 3:04 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Confirmation Letters  
**Attachments:** Draft Confirmation <sup>s.22</sup> .docx; Draft Confirmation <sup>s.22</sup> docx;  
Draft Confirmation <sup>s.22</sup> 

Hi Maura – I asked <sup>s.22</sup> for a signed copy of his letter and he advised he has never been provided with a letter. I noticed that we have also not received letters back from <sup>s.22</sup> . Do you know if these letters were given to Geoff Meggs for signature?

Thank you.....d]

**Dawn-Lynn Phillips, HR Executive Support Services Advisor**  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

---

**From:** Birmingham, Lauren PSA:EX  
**Sent:** Friday, September 29, 2017 11:07 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Valley, Nancy PSA:EX; Phillips, Dawn-Lynn PSA:EX  
**Subject:** Confirmation Letters

Hi Maura,

Here are three Executive Assistant confirmation letters- please confirm start dates are correct.

<sup>s.22</sup>

Thank you,

**Lauren Birmingham, Hiring Services Clerk**  
Hiring and Service Operations | BC Public Service Agency  
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | Toll Free 1.877.277.0772



Where ideas work

## Parte, Maura PSA:EX

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 31, 2017 12:10 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Living and relocation expenses for s.22  
**Attachments:** s.22 living expenses claim, s.22 relocation expenses claim s.22

Hi Maura,

I think you wanted to respond to these types of questions so am forwarding this email to you regarding s.22 expenses.

Thanks, L.

---

**From:** Sanders, Trent CITZ:EX  
**Sent:** Tuesday, October 31, 2017 12:07 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Living and relocation expenses for s.22

Good morning Laurie,

I am writing to inquire about the living expenses and relocation expenses for s.22 s.22

I have attached the relevant expense claims to this email. Please excuse the relocation assistance/househunting expense report included in the living expenses claim, I was trying to be very thorough in these applications and mistakenly attached it.

Thank you,

**Trent Sanders**  
**Administrative Assistant – Minister's Office**  
Ministry of Citizens' Services  
**Phone:** 1-250-387-9699  
**Email:** [Trent.Sanders@gov.bc.ca](mailto:Trent.Sanders@gov.bc.ca)

**Parte, Maura PSA:EX**

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**From:** Roe, Sandra PSA:EX  
**Sent:** Tuesday, October 31, 2017 9:42 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Tupper, Linsey PSA:EX  
**Subject:** RE: Oath Administration

Hi Maura –

I have sent a note to Angela about setting this up but she is out of the office until Thursday this week. <sup>s.22</sup>  
s.22 Linsey will follow up with Angela on Thursday to see if this will work with her calendar. It looks as though her calendar may be busy on Wednesday morning but perhaps it's something that can be moved. If not, Thursday may work.

Linsey or Angela will be in touch.

Thanks,  
Sandra

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 30, 2017 12:24 PM  
**To:** Roe, Sandra PSA:EX  
**Subject:** Oath Administration

Hello Sandra,

I am hoping to organize another Oath administration session for political and administrative staff in Minister's offices.

We have a few people left who haven't been able to take it yet.

I am wondering if sometime between 9:30AM-11:30AM on Wednesday, November 8 will work for Angela and her team? We could try for Thursday, November 9 as well if the Wednesday doesn't work.

We will have two groups taking a separate Oath: political staff taking the Political Staff Oath and administrative staff taking the Public Service Oath.

Thank you,  
Maura

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 2, 2017 2:39 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** EAs starting in the next 2 weeks

Hello Chrissy,

We have the last of the Executive Assistants coming on board in the next two weeks.

Their onboarding paper work will follow shortly.

Thank you,  
Maura

Starting Tuesday, October 10:

Kim Manton  
Finance  
Band 1 MS  
\$65,000

Greg Atkinson  
Agriculture  
Band 1 MS  
\$63,000  
\*\*note that Greg is currently a CA for MLA Carole James

Starting Monday, October 16:

Melissa Farrance  
Education  
Band 1 MS  
\$60,000  
\*\*note that Melissa is currently a CA for MLA Rob Fleming

Jasleen Arora  
Attorney General  
Band 1 MS  
\$65,000

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:28 AM  
**To:** Quelch, Barbara PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** FW: Resignation letter

Hello Barbara,

Further to my note about the<sup>s.22</sup> n Finance, please note the change in resignation date from Friday, October 20 to Tuesday, October 17.

Thank you,  
Maura  
250-213-6377

s.22

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 2, 2017 2:26 PM  
**To:** Farrance, Melissa LASS:EX  
**Subject:** Onboarding forms  
**Attachments:** Checklist of Information Required for New Hires.docx;  
consent\_for\_disclosure\_of\_criminal\_record\_information.pdf

Hi Melissa,

Welcome and congratulations on your appointment to Executive Assistant.

Please fill out the attached forms and return to me as soon as possible. Please also include a scanned copy of two pieces of ID.

Once these forms are completed we can initiate the process of having your Order in Council approved.

Please also note there is an EA orientation scheduled for October 17-18, time and location details to follow.

Thank you,  
Maura  
250-213-6377



**Parte, Maura PSA:EX**

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:26 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** FW: For Review - C11 Privett and McCormick  
**Attachments:** Oct 11 - CL11 - Privett.pdf

Good morning Layne,

Can you please review the attached OIC for Don Privett.  
His previous OIC was term limited, expiring on October 11.  
This appoints him permanently into his Clerk 11 receptionist position, starting at Step 1 of the salary band.

Thank you,

Maura

---

**From:** Valley, Nancy PSA:EX  
**Sent:** Tuesday, October 3, 2017 9:23 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: For Review - C11 Privett and McCormick

Hi Maura,

Are these good to go?

**Nancy Valley, Project Assistant**

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency  
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2  
Ph: 250-812-9268  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

---

**From:** Valley, Nancy PSA:EX  
**Sent:** Thursday, September 28, 2017 3:52 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** For Review - C11 Privett and McCormick

Hello,

Please review the attached OICs.

If any changes are required, please let me know!

Thanks!

**Nancy Valley, Project Assistant**

Exec. Recruitment and Exec. Support Services - Talent Management Division  
BC Public Service Agency

4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2

Ph: 250-812-9268

[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

**Parte, Maura PSA:EX**

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:39 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** RE: Financial Management Reports for MIRR MO

Hello again Jonathan,

It would be helpful to have the Minister's office budget.

I'm seeing the salary line item is \$257,000 (STOB 50) but can't tell from this if that's changed post budget update or what has been spent out of that STOB.

Perhaps I can talk to your AC?

Thank you,  
Maura

**From:** Sas, Jonathan IRR:EX  
**Sent:** Monday, October 2, 2017 10:50 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Financial Management Reports for MIRR MO

Hey Maura,

These are latest we have, so don't include Jessica and me in the staff lines.

Let me know if this is what you were looking for?

**Jonathan Sas** | Senior Ministerial Assistant | Ministry of Indigenous Relations and Reconciliation | 778 587 4376

**From:** Roberts, Connie A IRR:EX  
**Sent:** Monday, October 2, 2017 10:41 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** FW: Financial Management Reports

**Thanks,**  
**Connie Roberts**  
*Administrative Coordinator to the  
Honourable Scott Fraser  
Minister of Indigenous Relations and Reconciliation  
Room #323, Parliament Buildings  
Victoria, BC  
Phone: 250-387-0680*

**From:** Laird, Patricia FIN:EX  
**Sent:** Monday, September 11, 2017 10:29 AM

**To:** Farmer, Leila PREM:EX  
**Cc:** Roberts, Connie A ABR:EX  
**Subject:** Financial Management Reports

Hi Leila and Connie,

Attached are your financial management reports for the month of August.

Please let me know if you have any questions. For this month you will also have Aboriginal Affairs transactions and balances included in the report.

Thanks!

Pat

Pat Laird  
Ministry of Finance  
Corporate Services Division  
Executive Financial Clerk  
Phone: 778 698-8590  
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

Page 101 to/à Page 103

Withheld pursuant to/removed as

s.22

**Parte, Maura PSA:EX**

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:00 PM  
**To:** Lo, Reamick ENV:EX  
**Subject:** RE: EA Orientation October 16-17 in Victoria

Hi Reamick,

Would you be available in the next couple of days for this call?

My afternoon today is clear as well as my day tomorrow.

Thank you,  
Maura  
250-213-6377

---

**From:** Lo, Reamick ENV:EX  
**Sent:** Wednesday, September 27, 2017 9:45 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: EA Orientation October 16-17 in Victoria

Hi Maura,  
I'm looking forward to the orientation.

When you have a chance, would it be possible to schedule a call as I'd like to provide input with respect to the EA job description

s.22

Please let me know if I can help.

Warmly,

Reamick Lo  
Executive Assistant to the **Honourable George Heyman**  
Minister of Environment and Climate Change Strategy

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, September 26, 2017 12:29 PM  
**To:** LP Executive Assistants  
**Cc:** LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; Moran, Roseanne LASS:EX  
**Subject:** EA Orientation October 16-17 in Victoria

To Executive Assistants,

I'm writing to confirm that an orientation for Executive Assistants is scheduled for **Tuesday, October 17, and Wednesday, October 18, in Victoria.**

Please plan on travelling on the Monday and the Thursday as they will be full days, including a social event on the Wednesday evening.

I would also encourage you to use your time here in Victoria to meet with your Ministerial office team and plan your travel to arrive early or leave later to accommodate these meetings as they won't be possible to fit in your schedule on the Tuesday or Wednesday.

Please work with your office administrative team to book travel and accommodation as it will be a Minister's office expenditure.

Some of you have asked whether participation is mandatory and the answer is yes as this session will be key for sharing information and advice and building an effective team going forward.

Please let me know if there are any questions.

We look forward to having you all here!

Maura  
250-213-6377

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:04 PM  
**To:** Birmingham, Lauren PSA:EX  
**Subject:** RE: Draft Confirmation Letters

Thanks Lauren. I think we may have had a bit of miscommunication. When they were sent to me in draft format I thought a finalized version would be forthcoming but apparently that is not the case. I will go back through my notes and any that were sent to me as draft without requiring changes I will forward onto to his EA which is what I have been doing. Please call if any of this is unclear.  
Thank you,  
Maura

---

**From:** Birmingham, Lauren PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:03 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Draft Confirmation Letters

Hi Maura,

All the confirmation letters are needing Geoff's signature. I hadn't personally sent them to Geoff so I believe they are still pending his signature and distribution to candidates?

Thank you,

Lauren

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:37 AM  
**To:** Birmingham, Lauren PSA:EX  
**Subject:** FW: Draft Confirmation Letters

Hi Lauren,

I'm wondering if final confirmation letters were generated for this group or whether I was meant to send them on for Geoff's signature?

Thank you,  
Maura

---

**From:** Birmingham, Lauren PSA:EX  
**Sent:** Tuesday, September 19, 2017 10:35 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Draft Confirmation Letters

Hi Maura,

Here are three more draft confirmation letters with start dates:



Thank you,

**Lauren Birmingham, Hiring Services Clerk**  
Hiring and Service Operations | BC Public Service Agency  
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | Toll Free 1.877.277.0772



Where ideas work

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: IM 117 Training

Thank you Jackie.

How long is the training session?  
Should we add calendar training to it as well?

Also, would there be an opportunity to train Senior MAs on being the designated FOI person next Wednesday, October 11?

Thanks again,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, October 3, 2017 11:04 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Hi Maura,

I just chatted with Matt regarding the IM117 training. Matt is available October 17 in the morning or after 3:00 to target the EAs while they're in Victoria. He can schedule further IM117 training on the 13<sup>th</sup> after 11:00 and on the 20<sup>th</sup> anytime.

Brad Williams is involved in the FOI/ Calendar training so I will connect with him to schedule times.

I inquired about St Ann's and the Learning Centre for possible venues and Matt will send me contacts.

Also, what about the Parliamentary Secretaries? When do we schedule in that group? In with the MAs and the Senior MAs?

Thanks,  
Jackie

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:31 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** IM 117 Training

Hi Jackie,

Following our conversation, below are the groups that need to take the IM 117 training.

Thank you,

Maura  
250-213-6377

Senior Ministerial Assistants/Ministerial Assistants

- Approximately 40-45 employees
- The Senior MA group should also receive the FOI training
- Best times for sessions would Fridays
- Some may participate in Vancouver with VCO session

Executive Assistants

- Approximately 20 employees
- Will be in Victoria for orientation October 17-18 so best time to capture them, schedule is still flexible
- Could receive calendar training at the same time

Administrative Coordinators

- Approximately 20 employees based in Victoria
- Could receive calendar training at the same time
- Should also receive FOI training
- Best times for sessions would Fridays

Administrative Assistants (Clerk 9)

- Approximately 20-25 employees based in Victoria
- Could receive calendar training at the same time
- Best times for sessions would Fridays

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 1:57 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Fwd: IM 117 Training

Hi Layne,

I'm working on coordinating training on records management and FOI outside of the upcoming orientation sessions, except for EAs who will be able to do it during their two day orientation session.

This also includes training for the designated FOI coordinator within each Minister's office; a role that was previously undertaken by the Minister's Chief of Staff but is not currently in any job description.

I'm not sure whether you and Geoff have discussed who should be responsible for this but I would recommend the Senior MA. They would have oversight and work closely with the AC who could handle the logistics of pulling together the documents.

This training should probably happen soon so we may want to consider including on the Senior MA agenda for next week, Wednesday, October 11. The workshop would take approximately two hours.

Alternatively we could schedule for Friday, October 13. Please let me know what will work best.

Thank you,  
Maura

Begin forwarded message:

**From:** "Hendry, Jackie PREM:EX" <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>  
**Date:** October 3, 2017 at 1:02:47 PM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** RE: IM 117 Training

Hi Maura,

The IM117 sessions last up to 1 ½ hours depending on number of questions.

I have sent an email to those doing the calendar and FOI training to find out their availability. Is there a specific time that is best for training the Senior MAs on the 11<sup>th</sup>?

Also, where should we slot in the Parliamentary Secretaries?

Thanks-  
Jackie

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: IM 117 Training

Thank you Jackie.

How long is the training session?  
Should we add calendar training to it as well?

Also, would there be an opportunity to train Senior MAs on being the designated FOI person next Wednesday, October 11?

Thanks again,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, October 3, 2017 11:04 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Hi Maura,

I just chatted with Matt regarding the IM117 training. Matt is available October 17 in the morning or after 3:00 to target the EAs while they're in Victoria. He can schedule further IM117 training on the 13<sup>th</sup> after 11:00 and on the 20<sup>th</sup> anytime.

Brad Williams is involved in the FOI/ Calendar training so I will connect with him to schedule times.

I inquired about St Ann's and the Learning Centre for possible venues and Matt will send me contacts.

Also, what about the Parliamentary Secretaries? When do we schedule in that group? In with the MAs and the Senior MAs?

Thanks,  
Jackie

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:31 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** IM 117 Training

Hi Jackie,

Following our conversation, below are the groups that need to take the IM 117 training.

Thank you,

Maura  
250-213-6377

Senior Ministerial Assistants/Ministerial Assistants

- Approximately 40-45 employees
- The Senior MA group should also receive the FOI training
- Best times for sessions would Fridays

- Some may participate in Vancouver with VCO session

#### Executive Assistants

- Approximately 20 employees
- Will be in Victoria for orientation October 17-18 so best time to capture them, schedule is still flexible
- Could receive calendar training at the same time

#### Administrative Coordinators

- Approximately 20 employees based in Victoria
- Could receive calendar training at the same time
- Should also receive FOI training
- Best times for sessions would Fridays

#### Administrative Assistants (Clerk 9)

- Approximately 20-25 employees based in Victoria
- Could receive calendar training at the same time
- Best times for sessions would Fridays

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 3:42 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: IM 117 Training

Hi Jackie,

A few questions:

- 1) Can Matt do the workshop for Executive Assistants during the morning of Wednesday, October 18 from 9:30-11:30am – this would be records management, FOI, and calendar.
- 2) We have decided not to do the full Senior MA training on the 11<sup>th</sup> as the agenda is already too full. Could we do a ½ hour on the 11<sup>th</sup> just on their role as FOI designate? And then do the records management workshop for MAs on Wednesday, October 25<sup>th</sup> (during Cabinet) between 9:30-11:30?
- 3) I can coordinate the training for Parliamentary Secretaries if I have some options for dates. Monday to Thursday works best for this group.

Thank you,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, October 3, 2017 1:03 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Hi Maura,

The IM117 sessions last up to 1 ½ hours depending on number of questions.

I have sent an email to those doing the calendar and FOI training to find out their availability. Is there a specific time that is best for training the Senior MAs on the 11<sup>th</sup>?

Also, where should we slot in the Parliamentary Secretaries?

Thanks-  
Jackie

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 12:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: IM 117 Training

Thank you Jackie.

How long is the training session?  
Should we add calendar training to it as well?

Also, would there be an opportunity to train Senior MAs on being the designated FOI person next Wednesday, October 11?

Thanks again,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, October 3, 2017 11:04 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM 117 Training

Hi Maura,

I just chatted with Matt regarding the IM117 training. Matt is available October 17 in the morning or after 3:00 to target the EAs while they're in Victoria. He can schedule further IM117 training on the 13<sup>th</sup> after 11:00 and on the 20<sup>th</sup> anytime.

Brad Williams is involved in the FOI/ Calendar training so I will connect with him to schedule times.

I inquired about St Ann's and the Learning Centre for possible venues and Matt will send me contacts.

Also, what about the Parliamentary Secretaries? When do we schedule in that group? In with the MAs and the Senior MAs?

Thanks,  
Jackie

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 10:31 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** IM 117 Training

Hi Jackie,

Following our conversation, below are the groups that need to take the IM 117 training.

Thank you,

Maura  
250-213-6377

Senior Ministerial Assistants/Ministerial Assistants

- Approximately 40-45 employees
- The Senior MA group should also receive the FOI training
- Best times for sessions would Fridays
- Some may participate in Vancouver with VCO session

Executive Assistants

- Approximately 20 employees
- Will be in Victoria for orientation October 17-18 so best time to capture them, schedule is still flexible
- Could receive calendar training at the same time



#### Administrative Coordinators

- Approximately 20 employees based in Victoria
- Could receive calendar training at the same time
- Should also receive FOI training
- Best times for sessions would Fridays

#### Administrative Assistants (Clerk 9)

- Approximately 20-25 employees based in Victoria
- Could receive calendar training at the same time
- Best times for sessions would Fridays

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 3:50 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: Updated Orientation Agenda

Hi Layne, this all looks good. We may need to add a ½ hour on being the FOI designate into the Senior MA orientation as well as some more information on their role as a spending authority. I think we can make that work within the existing time frame though. M

---

**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 3, 2017 2:39 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Updated Orientation Agenda

Based on yesterday's convo... see attached. I need to get out the times to MAs ASAP, so if you could look at it and confirm (at least the times) today, I'll send it out.

L

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 4:11 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** DRAFT Table of Contents for Manual  
**Attachments:** Table of Contents Orientation Manual DRAFT.docx

Hi Layne,

Please see attached draft table of contents.

There are more pieces to add but I wanted to discuss with your first.

Please take a look and then hopefully we can talk tomorrow.

We have most of the written components in hand but it will take some time to coordinate.

Thank you,  
Maura  
250-213-6377

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 3, 2017 4:12 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** DRAFT EA Agenda  
**Attachments:** EA Orientation Oct32017 DRAFT.docx

Hi Layne,

Again, for us to discuss. I would like to get the times confirmed for most of it by the end of the week and want to flag Geoff and PO staff time in particular to make sure they are available.

Thank you,  
Maura  
250-213-6377

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 12:37 PM  
**To:** Spilker, Robyn PREM:EX  
**Cc:** Gillezeau, Rob PREM:EX  
**Subject:** Re: Resignation letter

Hi Robyn and Rob,

I'm around today and tomorrow and would be happy to brief you on the hiring process for Administrative Assistants.

I'm in my office if you know a time when you can drop by.

Thank you,  
Maura  
250-213-6377

On Oct 4, 2017, at 11:48 AM, Spilker, Robyn PREM:EX <[Robyn.Spilker@gov.bc.ca](mailto:Robyn.Spilker@gov.bc.ca)> wrote:

Hi Maura,

Rob and I wanted to follow up with you on <sup>s.22</sup> your resignation <sup>s.22</sup>.  
<sup>s.22</sup> Would you have time to talk with one or both of about the  
process for replacing her?

Thanks,  
Robyn

**Robyn Spilker**  
Senior Ministerial Assistant  
Minister of Finance and Deputy Premier  
250-952-7627

<sup>s.22</sup>  
**From:**  
**Sent:** Wednesday, October 4, 2017 11:42 AM  
**To:** Spilker, Robyn PREM:EX  
**Subject:** FW: Resignation letter

<sup>s.22</sup>

Page 120

Withheld pursuant to/removed as

s.22

## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 1:10 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: EA Notes

Hi Layne,

Thanks for the update. It's too bad I wasn't on the call as it would have been helpful, especially for the discussion of their job description.

I've responded in red below to the notes.

Talk to you soon,  
Maura

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**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 4, 2017 11:46 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** EA Notes

Hey Maura,

I joined the call on Tristan's request this morning and took some notes:

- Need to give direction to AC's that EAs can go out and purchase a printer/mouse/screen. Their Deputy Minister has been told by Don Wright to organize a laptop and phone. That is all.

How will this be communicated to ACs? Would you like me to do this?

- Should confirm what they are allowed to use a credit card for

Okay, I can figure this out as it fits in with training on office finances.

- Current travel policy isn't adequate (they said you were working on this)

I wasn't working on this but can seek advice on how to approach this.

- They asked that at the CA orientation, there was time to discuss their role in the office. I'll work with Roseanne on this.

An explanation of the roles of all Ministerial staff has been built into the CA agenda

For Orientation:

- Cliff Training

Okay, did they explain how they are interacting with CLIFF? I don't think they should need to log items in. Was there anyone in particular I can follow-up with to get a better sense of how they are using it?

- Glossary of Abbreviated terms

Okay, will see what we have in hand.

- Org Chart and Roles and Responsibilities of Ministry Staff

We were going to include a sample organization chart in the staff resource binder because the chart will differ by Ministry but I'll see what we can produce for the orientation.

On another note, many of the EAs are continuing to play the role of the first point of contact for CA's with Ministry issues. They expressed that they would like to continue to be this liaison, as it kept them the most involved with the Ministry and they all felt that they could continue to do this, even from the riding. Perhaps we should chat a bit more?

Yes we need to get this sorted soon so we can complete the job description. One option is to have the EAs manage Ministry case work from CAs and constituency offices and have MAs be the main point of contact for Government and Opposition MLAs.  
I'm also going to get them access to TNO and Corporate Calendar.

Let's chat soon.

Layne



## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 1:47 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** Documents for Resource Manual

Hi Chrissy,

For discussion at 2pm please.

Thank you, Maura

- Role of the Public Service Agency
- Terms and Conditions for Political Staff
- Political Staff Benefits Guide
- Flexible Benefits Guide
- BC Pension Plan Information
- Payroll Schedule 2017 and 2018
- Travel Expenses Policy

## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 3:40 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** FW: IMPORTANT: FORMS FOR NEW STAFF  
**Attachments:** 1. Contact Information.pdf; 2. Standards of Conduct - Political Ack..pdf; 3. IM-IT Agreement.pdf; 4. Oath - Political.pdf; 5. Direct Deposit Authorization.pdf; 6. Tax - Federal 2017.pdf; 7. Tax - BC 2017.pdf; 8. Benefits At a Glance-Excluded.pdf; 9. Benefits Guide - Excluded.pdf; 10. Flexible Benefits Calculator Tool.xlsm; 11. MSP Group Enrolment.pdf; 12. Flexible Benefit Enrollment-Change.pdf; 13. Group Life - Beneficiary Designation.pdf; 14. Evidence of Insurability.pdf; 15. Pension - Nomination of Beneficiary.PDF; Welcome.pdf

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, September 12, 2017 11:55 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Clark, Layne PREM:EX  
**Subject:** IMPORTANT: FORMS FOR NEW STAFF

Hello Everyone,

New staff have been inquiring about on boarding forms. If any newly hired people in your office are asking for forms please share this package with them. Not everyone has an email yet so please check to see if they have filled out these forms.

Attached and clipped below are instructions (Welcome.pdf) and attached are the necessary forms to get enrolled in benefits, pension plan, tax deductions, etc.

Please note if you started last week your OIC has been approved and an employee ID should be coming to you shortly if it hasn't already.

If you started this week, your OIC may have just been approved yesterday so it may take a couple more days for your Employee ID to be generated.

Again, we encourage you to work with the administrative staff team in your office and in the Deputy Minister's office to resolve any questions and help get you set up in these early days.

For new MAs and Senior MAs we are trying to schedule a time to take the Political Staff Oath. I've asked if the Commissioner can do it during Cabinet tomorrow and will let you know shortly if that's possible.

For EAs, we are trying to work out a way to have the Oath administered since many of you are in the riding, we may have to wait until you are here in Victoria. You have 90 days from your start date to take the Oath.

Thank you for your continued patience as we bring everyone on board.

Maura  
250-213-6377

Congratulations on your new appointment!

You will soon be provided with your employee ID, which you will need to complete these attached forms:

Please submit within the first 3 days –

- Direct Deposit Authorization
- TD1 – Tax – federal 2017
- TD1BC – Tax – BC 2017
- Waiver of Pension Coverage (Optional) – only if waiving pension coverage

Please submit within the first 2 weeks –

- Personal and Emergency Contact Information
- Information Management and Information Technology Agreement
- Standards of Conduct Acknowledgement
- Flexible Benefits Enrolment/Change
- Medical Service Plan (MSP) Application for Group Enrolment
- Nomination of Beneficiary (Pensions)
- Group Life Beneficiary Designation – see note below
- Evidence of Insurability – see note below

Oath of Employment – Oath must be completed within 90 days of your start date. When taking your Oath, please ensure you take a current piece of photo identification with your signature, a copy of the Oath of Employment form but do not sign in advance as your signature must be witnessed by a Commissioner.

**Please scan and email all forms to Dawn-Lynn Phillips at [Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca) with the exception of the Group Life Beneficiary Designation and Evidence of Insurability forms**

Group Life Beneficiary Designation form, please mail ORIGINAL to –

Benefits Service Centre

Block E-2261 Keating Cross Road

Saanichton, BC V8M 2A5

Evidence of Insurability form - On initial enrolment, an employee can choose up to \$50,000 in Optional Group Life Insurance (as long as they have chosen 3 times their annual salary for Basic Group Life Insurance) and up to \$50,000 in Optional Spousal Life Insurance without Evidence of Insurability. Complete the Evidence of Insurability only if more than \$50,000 in Optional Life Insurance is chosen.

Send completed form to:

The Great-West Life Assurance Company

Group Medical Underwriting

PO Box 6000

Winnipeg, MB R3C 3A5

We wish you all the best in your new position!

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 3:49 PM  
**To:** Roe, Sandra PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Documents for Resource Manual

Hi Sandra,

Not to worry about the other documents: I have a copy of the travel expense policy from MoF and the PSA role piece can be taken from the Agency's description and incorporated into another document on government structure.

Thank you!

Maura

---

**From:** Roe, Sandra PSA:EX  
**Sent:** Wednesday, October 4, 2017 3:46 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Documents for Resource Manual

Hi Maura - Here is most of what is on the list below. I don't recall the "role of the PSA" document in that binder or what was in there re "travel expense policy" but I will do a bit more checking and send those along as soon as I find them.

S

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 4, 2017 1:47 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** Documents for Resource Manual

Hi Chrissy,

For discussion at 2pm please.

Thank you, Maura

- Role of the Public Service Agency
- Terms and Conditions for Political Staff
- Political Staff Benefits Guide
- Flexible Benefits Guide
- BC Pension Plan Information
- Payroll Schedule 2017 and 2018

- Travel Expenses Policy

Page 128

Withheld pursuant to/removed as

s.22

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 5, 2017 2:35 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** CDs

From the Minister's Resource Binder on the role of Communications Directors:

- Ministries have dedicated communications shops led by a communications director (CD) and including a manager and public affairs officers
- CDs are exposed to political discussions and demonstrate acuity in their advice and comments
- CDs are not partisan -- this is an important distinction
- CD will also be critically important in helping us all keep focused on key messages, and in being proactive with our communications

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 5, 2017 5:08 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** OIC Jessica Wood

Hello Chrissy,

Jessica Wood is being appointed to the position of Senior Ministerial Assistant in the Office of the Minister of Indigenous Relations and Reconciliation.

Her appointment is effective immediately.

She is in Band 3 MS at \$94,500.

Jessica's OIC from September 11, 2017 is rescinded.

Going forward, there will be two Senior Ministerial Assistants in IRR.

Thank you,  
Maura Parte  
250-213-6377



## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 5, 2017 5:27 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Revised Table of Contents  
**Attachments:** TABLE OF CONTENTS I DRAFT Oct 5 2017.docx

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 6, 2017 12:01 PM  
**To:** kimmanton@shaw.ca  
**Subject:** Fwd: Important Information for new political staff  
**Attachments:** Travel Expenses - Group 3 Employees.docx; ATT00001.htm; POLITICAL STAFF BENEFITS.docx; ATT00002.htm; BC Green-BC NDP Agreement\_vf May 29th 2017 copy.pdf; ATT00003.htm; MO Staff List - Sept 1.docx; ATT00004.htm

Hi Kim,  
Here is some information for you.  
The MO contact sheet is being updated so please ignore.  
We are putting together resource binders which will be distributed at the EA orientation October 17-18.  
Happy long weekend!  
Maura

Begin forwarded message:

**From:** "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>  
**Date:** September 7, 2017 at 3:29:01 PM PDT  
**To:** "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>  
**Subject:** Important Information for new political staff

TO: POLITICAL STAFF TEAM  
RE: COMING ON BOARD NEXT WEEK  
September 7, 2017

Hello and welcome to the political staff team,

We are reaching out to give you information on next steps as you move into your new role.

Please note that we can't initiate your Order in Council (OIC) appointment until you send your completed forms to Danny Loubert.  
If you are starting next week and don't do this today, we may not be able to get your OIC processed in time so please treat this as urgent.

Orientation activities are being planned for the days and weeks to come but in these early days, we expect you will be leaning heavily on existing staff in Minister's offices, many of whom have been with the Minister since the swearing-in seven weeks ago, and will be an invaluable resource for you. A contact sheet for Minister's offices is attached.

Some of you have asked how to prepare, here are some documents we would recommend reviewing again:

Background on Ministers and their Mandate letters from the Premier:

<http://www2.gov.bc.ca/gov/content/governments/organizational-structure/cabinet/cabinet-ministers>

Confidence and Supply Agreement Between the BC Green Caucus and the BC New Democrat Caucus – attached

Information on the BC Legislative Assembly: <https://www.leg.bc.ca/>

The House resumes sitting tomorrow morning at 10am, starting with the election of the Speaker and then the Speech from the Throne at 2pm. You can watch it live here: <https://www.leg.bc.ca/documents-data/broadcasts-and-webcasts>

In the meantime, please see below for some top of mind issues.

Thank you,  
Maura Parte  
250-213-6377

## **EXECUTIVE ASSISTANTS**

The logistics of how they will be supported in the riding are being worked out and we should be able to let you know shortly. A note will be sent today for an EA specific conference call.

## **ARRIVAL AT THE LEGISLATURE**

Please reach out to your Minister's office to let them know when you plan to arrive. Please keep in mind for timing that you will need time to go through security, they will be made aware you are coming.

Your work station may not be immediately available so please plan to be mobile. As well, it may take a couple of days to get government email, mobile devices, etc.

Please work with the administrative staff team in your Minister's office and keep in mind that due to the large volume of staff coming on board at once, it may take some time.

## **EMPLOYMENT CONTRACT**

Political staff are Order in Council appointees and your employment commences once your OIC is approved.

For people starting tomorrow or next week, the OICs will be going through tomorrow and Monday.

Once they are approved, they are public. Your name, position, Ministry assignment, and salary will be made public.

There may be some media attention to this so please be aware of that.

In the days following your OIC appointment you will receive a Confirmation of Employment letter, confirming your salary and the terms and conditions of your employment.

There will be instructions for signing and where to send the completed letter.

Please don't worry if it takes a few days to receive the letter, we are onboarding a lot of staff at once and the OIC is what officially triggers your employment.

### **POLITICAL STAFF OATH**

All Order in Council appointees are required to take the Political Staff Oath of Employment. We will be setting up a swearing of the Oath here in the Legislature for new staff, dates and times will come shortly.

All staff have to take the Oath within 90 days of their start date but we would like for it to happen more quickly than that.

Please make sure you have fully comprehended the Standards of Conduct for Political Staff prior to taking the Oath.

To read the Oath and the Standards of Conduct for Political Staff, go here:

<http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath/political-oath>

### **RELOCATION EXPENSES**

An email will follow with more details and an FAQ sheet to assist with your decisions.

Please note that we don't want you to be out of pocket for work expenses but to be mindful they are using public resources when making decisions about relocation expenses.

### **TRAVEL EXPENSES**

We appreciate that some of you moving to Victoria may not have permanent accommodation in place when your job starts. For now, please arrange your own accommodation. You can claim for travel and accommodation until permanent arrangements are in order, per the attached policy. Again, please note that we don't want you to be out of pocket for work expenses but to be mindful that you

are using public resources when making decisions about where to stay and how to travel. We expect that people will do their best to find permanent accommodation as quickly as possible.

## **PENSION AND BENEFITS**

Please see the attached pension and benefits guide for political staff. A more detailed guide with enrolment information will be sent to all new staff. For those of you with specific questions about pensions, the contact for pension questions is Connie Der, Manager, Benefit Design and Programs at the BC Public Service Agency. She can be reached at [Connie.Der@gov.bc.ca](mailto:Connie.Der@gov.bc.ca) or 250-356-6896.

## **ON BOARDING FORMS**

Once your OIC is approved, you will receive all the necessary forms to get you into the payroll system and enrolled in benefits.

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 6, 2017 1:01 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: Cabinet Oct 18th - political Rs and Rs  
**Attachments:** Executive Assistant Job Description DRAFT 20171006.docx; Ministerial Assistant Job Description 2017016 DRAFT.docx; Senior MA Job Description 20171006.docx

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**From:** Clark, Layne PREM:EX  
**Sent:** Friday, October 6, 2017 12:46 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Cabinet Oct 18th - political Rs and Rs

Do you have updated job descriptions? Can you send them to me? I'll review over the weekend. I can also put together a bit of an org chart with some of the info.

L

---

**From:** Massy, Michelle E PREM:EX  
**Sent:** Friday, October 6, 2017 8:53 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** Cabinet Oct 18th - political Rs and Rs

Hi Layne,

For our planning purposes I am just wondering if you will have material for this item on Oct 18<sup>th</sup> and if so, when the final may be ready?

Thank you!  
Michelle

**Michelle Massy**  
Manager | Cabinet Operations  
Room 049 | 617 Government St. | Victoria, BC  
[250.387.0869](tel:250.387.0869) | cell: 250-516-0685

**Warning:** This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 6, 2017 1:41 PM  
**To:** LP Administrative Coordinators  
**Subject:** Relocation Expenses  
**Attachments:** Household relocation services FAQ.PDF

Hello All,

Some of you have had questions about relocation expenses. Attached and below is information on the policy.

If anyone has information on how to file expense claims could you please share with the group?

Also, if you have particular questions about a claim in your office please call.

Thank you,  
Maura  
250-213-6377

Here are some links to information on Relocation –

Human Resources Policy 15 – Relocation - [http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/15\\_relocation\\_policy.pdf](http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/15_relocation_policy.pdf)

Schedule 05 – Relocation - [http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees#S05\\_PII](http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees#S05_PII)

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 6, 2017 4:29 PM  
**To:** Quelch, Barbara PSA:EX  
**Subject:** FW: Resume <sup>s.22</sup>  
**Attachments:** <sup>s.22</sup>

Hi Barbara, over to you and your team.  
Maura

-----Original Message-----

**From:** Reid, Heidi FIN:EX  
**Sent:** Friday, October 6, 2017 4:26 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Resume <sup>s.22</sup>

Over to you...thanks!

<sup>s.22</sup>



**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 9:20 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** Re: Can we add...

Yes, will do.

On Oct 10, 2017, at 8:21 AM, Clark, Layne PREM:EX <[Layne.Clark@gov.bc.ca](mailto:Layne.Clark@gov.bc.ca)> wrote:

This section to all job descriptions:

**Confidentiality**

As an Order in Council appointee, the Ministerial Assistant must conduct him/herself in a manner that maintains and enhances the public's trust and confidence in the public service and are accountable for upholding the Standards of Conduct for Political Staff.

The Ministerial Assistant must, at all times, maintain the confidentiality of highly sensitive information and materials both written and verbal.

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 10:52 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** Revised job descriptions for final review  
**Attachments:** Senior MA Job Description 20171010.docx; Ministerial Assistant Job Description 20171010.docx; Executive Assistant Job Description 20171010.docx

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:16 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** EAs still not on Global Address List

Hi Layne,

I'm not sure who is updating/coordinating this list but these EAs are still missing from the LP Executive Assistant list:

Brenda Tombs  
Christina Rezpa  
Lynne Stone  
Korleen Carreras  
Edena Brown

Please let me know if there is anyone else I should be flagging this for.

Thank you,  
Maura

## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:31 AM  
**To:** LP Executive Assistants; Tombs, Brenda SDPR:EX; Rzepa, Christina AEST:EX; Stone, Lynne TRAN:EX; Carreras, Korleen TAC:EX; Brown, Edena MCF:EX  
**Cc:** Clark, Layne PREM:EX  
**Subject:** FW: EA Orientation October 16-17 in Victoria

Hello Everyone,

I am checking in before next week to make sure your travel arrangements are underway for the Executive Assistant orientation in Victoria next week, October 17-18.

A calendar invite will follow with more details on timing.

We will have the full complement of 21 Executive Assistants in place by then so it will be a great opportunity to get to know each other and build our team.

If you are not planning to attend please let me know right away as there are sessions that are mandatory for your employment, for instance records management training and the Oath taking.

I understand the Global Address List does not include all of you yet, this is being worked on.

Please also note that the House is in session when you are here so please dress accordingly as the training is taking place in the legislative buildings.

Thank you,  
Maura  
250-213-6377

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, September 26, 2017 12:29 PM  
**To:** LP Executive Assistants  
**Cc:** LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; Moran, Roseanne LASS:EX  
**Subject:** EA Orientation October 16-17 in Victoria

To Executive Assistants,

I'm writing to confirm that an orientation for Executive Assistants is scheduled for **Tuesday, October 17, and Wednesday, October 18, in Victoria.**

Please plan on travelling on the Monday and the Thursday as they will be full days, including a social event on the Wednesday evening.

I would also encourage you to use your time here in Victoria to meet with your Ministerial office team and plan your travel to arrive early or leave later to accommodate these meetings as they won't be possible to fit in your schedule on the Tuesday or Wednesday.

Please work with your office administrative team to book travel and accommodation as it will be a Minister's office expenditure.

Some of you have asked whether participation is mandatory and the answer is yes as this session will be key for sharing information and advice and building an effective team going forward.

Please let me know if there are any questions.

We look forward to having you all here!

Maura  
250-213-6377

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:55 AM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants  
**Cc:** LP Administrative Coordinators; Clark, Layne PREM:EX  
**Subject:** Information Management Training

**TO: All Senior Ministerial Assistants, Ministerial Assistants**  
**RE: Information Management Training**

Hello Everyone,

We have set up two sessions for Information Management Training on Wednesday, October 18 (with EAs) and Wednesday, October 25.

Attending one of these sessions is mandatory for all political staff. If you have already had this training provided by your Ministry there is no need to attend.

A calendar invite will follow shortly. Please make it a priority to arrange coverage so everyone in your office can attend one of the sessions.

There will be a separate session organized for Administrative Coordinators in the weeks to come.

If someone in your office hasn't been added to the Global Address List yet, please share the invite with them.

Thank you,  
Maura  
250-213-6377

**Description of Information Management Training**

A comprehensive Information Management training module for Ministers' Office staff, and Deputy Ministers' Office staff, focusing on Privacy, Access and Records Management. This session will familiarize or refresh staff with information management requirements and introduce practices and controls that will empower employees to act as good stewards of the information they create and receive. The session focuses on records management requirements, the proactive disclosure of information, the duty to assist an FOI (Freedom of Information) applicant, and proper search for records, and concludes with a reminder of our collective privacy obligations, including what to do in the event of an information incident or privacy breach

## **Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 12:01 PM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants  
**Cc:** LP Administrative Coordinators; Clark, Layne PREM:EX  
**Subject:** RE: Information Management Training

Hello again,

Please note that you only have to attend one of the sessions – either on the 18<sup>th</sup> or on the 25<sup>th</sup>.

Thank you,  
Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:55 AM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants  
**Cc:** LP Administrative Coordinators; Clark, Layne PREM:EX  
**Subject:** Information Management Training

**TO: All Senior Ministerial Assistants, Ministerial Assistants**  
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**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 12:32 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Summary of Ministry Responsibilities

Hi Layne,

I'm looking for some backgrounders in PDF format for inclusion in the resource binder.

Specifically the Summary of Ministry Responsibilities from this announcement:

<https://news.gov.bc.ca/releases/2017PREM0061-001322>

Plus the list of Deputy Ministers that was distributed.

All of this is online but I am looking for actual documents. Is this something you may have handy?

Thank you,  
Maura

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 12:49 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: Summary of Ministry Responsibilities

Hi again Layne,

I would like to add the list of Cabinet Committees to this as well.

Thank you

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 12:32 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Summary of Ministry Responsibilities

Hi Layne,

I'm looking for some backgrounders in PDF format for inclusion in the resource binder.

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All of this is online but I am looking for actual documents. Is this something you may have handy?

Thank you,  
Maura



**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 1:52 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** More confirmation letters  
**Attachments:** Draft Confirmation s.22 .docx; Draft Confirmation s.22 .docx;  
Draft Confirmation s.22 .docx; Draft Confirmation s.22 .docx;  
s.22 .docx; Draft Confirmation s.22 .docx; Draft Confirmation s.22 .docx;  
s.22 .docx; Draft Confirmation s.22 .docx; Draft Confirmation s.22 .docx;  
s.22 .docx

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 1:52 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Confirmation Letters  
**Attachments:** Draft Confirmation<sup>s.22</sup>      locx; Draft Confirmation<sup>s.22</sup>      docx

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 1:53 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** FW: Confirmation Letters  
**Attachments:** Draft Confirmation<sup>s.22</sup> .docx; Draft Confirmation<sup>s.22</sup> .docx; Draft Confirmation<sup>s.22</sup> .docx; Draft Confirmation<sup>s.22</sup> .docx; Draft Confirmation<sup>s.22</sup> .docx

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 2:02 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** RE: Moving Expense Claim

Hello Laurie,

Yes this can proceed as you have outlined here.

Thank you,  
Maura

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 10, 2017 1:56 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Moving Expense Claim  
**Importance:** High

Hi Maura,

Is this in line with what you and <sup>s.22</sup> discussed for relocation expenses' <sup>s.22</sup>  
s.22

Thanks, L.

s.22

Page 154

Withheld pursuant to/removed as

s.22



## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 2:07 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Agenda change

Hi Layne,

I don't think I have the most recent version of the Senior MA Agenda but here are the revisions we discussed to item #

2:30pm

Building a Team (Layne Clark and Maura Parte)

Goal: Participants will understand job description and job delineation. Participants will engage to identify best practices and future training needs.

Products: Job Descriptions

Review of All Job Descriptions

1. What are some of the challenges you and your team have faced so far? What has been working well?
2. What are some best practices and systems you have developed for building a team?
3. Going forward, what learning do you require in order to be successful? And the rest of your team?

## **Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 2:48 PM  
**To:** Welgush, Lindsey GCPE:EX  
**Subject:** PDF versions of documents please

Hi Lindsey,

I'm coordinating orientation material for new Ministerial staff and am seeking some documents in PDF format. Shelley Canitz from the Deputy Minister to the Premier's Office suggested I contact you.

I am seeking PDF versions of the following lists that appeared on the government's website on July 18, you can view the material here: <https://news.gov.bc.ca/releases/2017PREM0061-001322>

Specifically, I am seeking PDF versions of:  
Summary of Ministry Responsibilities  
Cabinet  
Parliamentary Secretaries  
Deputy Ministers

My timeline for this is rather urgent as I need it for tomorrow morning. Sorry for the late request but it's taken a while to sort out.

Please call with any questions.

Thank you,  
Maura Parte  
250-213-6377

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 4:45 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** RE: s.22 travel expenses

Yes please proceed. Thank you

---

**From:** Holland, Laurie PSA:EX  
**Sent:** Tuesday, October 10, 2017 4:20 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: s.22 travel expenses

Hi Maura,

Is s.22 approved for up to \$3K in relocation? s.22

Thanks, L.

---

**From:** Sanders, Trent CITZ:EX  
**Sent:** Tuesday, October 10, 2017 11:20 AM  
**To:** Holland, Laurie PSA:EX  
**Subject:** s.22 travel expenses

Good morning Laurie,

My name is Trent, I am Minister Sims' admin assistant. I am just working on s.22  
s.22

Thank you,

**Trent Sanders**  
**Administrative Assistant – Minister's Office**  
Ministry of Citizens' Services  
**Phone:** 1-250-387-9699  
**Email:** [Trent.Sanders@gov.bc.ca](mailto:Trent.Sanders@gov.bc.ca)

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 8:31 AM  
**To:** Reid, Heidi FIN:EX  
**Subject:** Fwd: Step Information for AA

Hi Heidi,

I'll have to discuss with your office as there is a budget impact - about a 10K difference as Linda is a clerk 14 not a clerk 9.

Maura

Begin forwarded message:

**From:** "Quelch, Barbara PSA:EX" <[Barbara.Quelch@gov.bc.ca](mailto:Barbara.Quelch@gov.bc.ca)>  
**Date:** October 10, 2017 at 2:55:36 PM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** Step Information for AA

Hi Maura,

Linda Carey is actually a Clerk 14, Step 4.

**Barbara Quelch, Practice Advisor**  
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency  
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |  
**AskMyHR ([www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact))**

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 9:24 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: GCPE Org Chart

The Communications Operation Division org chart is way out of date.

---

**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, October 11, 2017 9:05 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: GCPE Org Chart

---

**From:** Welgush, Lindsey GCPE:EX  
**Sent:** Wednesday, October 11, 2017 8:53 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: GCPE Org Chart

Good morning, Lanyne:

My apologies for not responding to your request earlier.s.22

Here are the most up-to-date org charts for GCPE.

Regards,

**Lindsey Welgush | Executive Coordinator**  
Government Communications and Public Engagement  
[Lindsey.Welgush@gov.bc.ca](mailto:Lindsey.Welgush@gov.bc.ca)  
778 698-4798

---

**From:** Clark, Layne PREM:EX  
**Sent:** Tuesday, October 10, 2017 1:54 PM  
**To:** Welgush, Lindsey GCPE:EX  
**Subject:** FW: GCPE Org Chart

Hi Lindsey,

Do you have a more up to date one? We would like to give it to political staff.

Thanks,

L

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, October 10, 2017 1:49 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: GCPE Org Chart

One from a month ago and another from even earlier.

We can ask for another, more up-to-date from [Lindsey.Welgush@gov.bc.ca](mailto:Lindsey.Welgush@gov.bc.ca)

---

**From:** Clark, Layne PREM:EX

**Sent:** Tuesday, October 10, 2017 8:26 AM

**To:** Aaron, Sage PREM:EX

**Subject:** GCPE Org Chart

Hey Sage,

Do you have a thorough GCPE org chart I could provide to MAs?

L

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 9:58 AM  
**To:** Holt, Lynne FIN:EX  
**Subject:** RE: Orientation info

Hi Lynne,

Thanks for sending the information below.

I'm wondering if you have any updated information for me to include in the resource binder?

Thanks again,  
Maura  
250-213-6377

---

**From:** Holt, Lynne FIN:EX  
**Sent:** Wednesday, October 4, 2017 12:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Orientation info

Hello Maura,

Are you aware of the Minister's office support services in the Ministry of Finance. They put the orientation for minister's briefing book together see table of contents below. You should have access to this site and all this information electronically – all MA's should be aware of this site and use it for reference.

I will review the Board Resourcing and Development info below and send you an updated version.

*Lynne Holt*  
*Executive Lead, Crown Agencies and Board Resourcing Office*  
*Ministry of Finance*  
*Cell Phone: 250 893 5217*  
*e-mail: [lynne.holt@gov.bc.ca](mailto:lynne.holt@gov.bc.ca)*

## Ministers' Office Support Services

This intra-net site was developed to provide Minister's Offices with information related to financial, human resources, information systems and other administrative policies and procedures. If you have suggestions for material to be included on this site please contact Cindy McKinstry at 250-508-2096, Minister's Office Support Services, Ministry of Finance.

*What Is New?*

Quick Reference - New Office  
Quick Reference - Travel Allowance Guidelines  
Eforms - Setting up Profile and Setting up Delegates

Please select one of the following sections to access details about related services or browse by the Services drop down from the navigation above.

- Accounts Payable
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Orientation for Ministers Briefing Information includes high level information on topics such as The Cabinet System, Treasury Board, Freedom of Information, etc.

- Orientation for Ministers - Briefing Information

If you cannot find the information you are looking for, please contact us.

## **Orientation for Ministers Briefing Book**

This briefing book includes high level information on topics such as Standards of Conduct, the Cabinet Committee Decision Making Process, Crown Agency Accountability System and the Lobbyists Registry.

- Introduction
- Contacts
- Standards of Conduct
- The Cabinet & Committee Decision Making Process
- The Legislative Process & Orders In Council
- Treasury Board
- Financial Management Framework
- The Public Service
- Information Management
  - Information Management Act
- Freedom of Information
- Communications & Public Engagement
- Intergovernmental Relations
- Governance and Accountability Framework for Public Sector Organizations
- Lobbyists Registry
- Board Resourcing & Development
- Risk Management & Government Security
- Ministers' Salaries, Benefits & Expenses
- Information Technology

For questions or further assistance, please contact:



Tamara McLeod, Executive Director  
Financial Management Branch  
Office of the Comptroller General

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 3:53 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Re: moving expenses

I will connect with her directly. Thank you

On Oct 11, 2017, at 3:03 PM, Holland, Laurie PSA:EX <[Laurie.Holland@gov.bc.ca](mailto:Laurie.Holland@gov.bc.ca)> wrote:

Hi Maura,

Have you had any discussions with <sup>s.22</sup> regarding her relocation? She is aware of the \$3k<sup>s.22</sup>  
<sub>s.22</sub>

Thanks, L.

<sub>s.22</sub>

Page 165

Withheld pursuant to/removed as

s.22

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 4:07 PM  
**To:** LP Ministerial Assistants  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Fwd: MOSS Website

Please see message below for access to the Minister's Office Support Services website.

Begin forwarded message:

**From:** "McKinstry, Cindy D FIN:EX" <[Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)>  
**Date:** October 10, 2017 at 10:43:38 AM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** MOSS Website

<http://gwww.fin.gov.bc.ca/gws/camss/moss/index.stm>

Thanks,

*Cindy McKinstry*

Administrator, Financial Operations

Corporate Financial and Facilities Services Branch

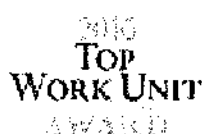
Ministry of Finance

**Phone:** (778) 698-8594 **Cell:** (250) 508-2096 **Fax:** (250) 356-7326

**E-mail:** [Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)

**Website:** <http://gwww.fin.gov.bc.ca/>

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities



Where ideas work

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 6:39 PM  
**To:** Holt, Lynne FIN:EX  
**Subject:** Re: Orientation info

Thank you Lynne.

On Oct 11, 2017, at 5:41 PM, Holt, Lynne FIN:EX <[Lynne.Holt@gov.bc.ca](mailto:Lynne.Holt@gov.bc.ca)> wrote:

Hi Maura, here is the material for the resource binder, I have sent them as two separate documents but they can be merged in to one. Let me know if you have any question son it or are looking for something different.

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 11, 2017 9:58 AM  
**To:** Holt, Lynne FIN:EX  
**Subject:** RE: Orientation info

Hi Lynne,

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Maura  
250-213-6377

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**Sent:** Wednesday, October 4, 2017 12:57 PM  
**To:** Parte, Maura PSA:EX  
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- Board Resourcing & Development
- Risk Management & Government Security
- Ministers' Salaries, Benefits & Expenses
- Information Technology

For questions or further assistance, please contact:

Tamara McLeod, Executive Director  
 Financial Management Branch  
 Office of the Comptroller General

<Appointment Overview\_FINAL.docx>

<Board Appointment Process - Roles and Responsibilities - FINAL Oct 11th.docx>

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 12, 2017 10:49 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Information Management Training

Hello Jackie,

Registration is going very well for the two IM sessions planned for Wednesday, October 18 and Wednesday, October 25.

I am getting in touch to confirm the time and location.

I had set aside two hours from 9:30-11:30am on both days. Please let me know if this is enough time.

We have booked the Government Caucus Room 236 for both sessions. It has a screen and projector ready to go if that's needed.

Right now, I think we will have a much larger group for the session on the 18<sup>th</sup> as we have Executive Assistants in Victoria for training that day as well.

The group on that day will be comprised of Senior Ministerial Assistants, Ministerial Assistants, and Executive Assistants (riding based) and there should be approximately 35-40 in attendance.

The session on the 25<sup>th</sup> will have about 15-20 Senior MAs and MAs.

Looking ahead, I would also like to scheduled sessions for Administrative Coordinators and support staff in the Minister's Offices. They have heard about the training and are keen to take it as well.

Thank you,

Maura



**From:** Admin, OIC AG:EX  
**Sent:** Thursday, October 12, 2017 2:16 PM  
**Subject:** Vol. 44 No. 40

Good afternoon,

Please find attached a copy of this week's Proclamations, Orders in Council and Ministerial Orders Resume.

Regards,

Order in Council Administration  
Ministry of Attorney General  
Ph: 250-387-0724 | Fax: 250-387-4349

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 12, 2017 4:00 PM  
**To:** Quelch, Barbara PSA:EX  
**Subject:** Minister of State for Trade

Hello Barbara,

I'm wondering where we are at with the AA for the Minister of State for Trade.

I recall that references were going to be checked to inform a final decision.

I should also have an answer for you by tomorrow on the MoF support staff.

Thank you,  
Maura  
250-213-6377

**Parte, Maura PSA:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 12, 2017 5:15 PM  
**To:** Wade, Debbie MMHA:EX  
**Cc:** Thumath, Meaghan MMHA:EX  
**Subject:** Re: Relocation Expenses for<sup>s.22</sup>

Hi Debbie,

We advised staff they are authorized up to \$3,000 so this would be in order.

Thank you,  
Maura

On Oct 12, 2017, at 3:51 PM, Wade, Debbie MMHA:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)> wrote:

Hi Maura;

Attached are <sup>s.22</sup> Relocation expenses. As requested, I am sending to you for approval before sending off to accounts. If everything looks OK, I will forward to Meaghan Thumath for approval and send to accounts for processing.

Please advise asap.

Thanks so much!

*Debbie Wade  
Administrative Co-ordinator to the  
Honourable Judy Darcy  
Minister of Mental Health and Addictions  
Room 346 Parliament Buildings  
Ph# 387-9846*

<Scan\_20171012.pdf>

## Parte, Maura PSA:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 12, 2017 9:22 PM  
**To:** Oreck, Mira PREM:EX  
**Subject:** Re: EA Training Next Week

Hi Mira,

Sorry we didn't get a chance to connect today. I was on a deadline!

Let's talk tomorrow about your availability next week and/or how else we can get you some time with the EAs.

Talk soon,  
Maura

On Oct 12, 2017, at 10:46 AM, Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)> wrote:

Hi Maura -

Nice to hear from you! And thanks for the invite to join. I should be able to make it work on Wednesday and if I can stay the night I will to join the social.

Let me get back to you this eve!

Mira

Sent from my iPhone

On Oct 12, 2017, at 10:37 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Mira,

Next week on Tuesday, October 17 and Wednesday, October 18 we are holding a training session for Executive Assistants and expect to have all 21 of them here in Victoria.

I am wondering if you would be available to come to Victoria on either day to conduct a session on stakeholder relations. We have some flexibility with the schedule except for Wednesday morning and Tuesday after 3pm.

We have a social planned for Wednesday night that you may want to join if you are able.

If this doesn't work we will likely be bringing the EAs back to Victoria for further training in January or alternatively we could schedule a teleconference with them in the interim so you could have some time with them.

Please let me know if any of this will work for your schedule.

Thank you,

Maura

Page 176

Withheld pursuant to/removed as

s.22

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 13, 2017 10:54 AM  
**To:** Wong, Tamarra PREM:EX  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Geoff's schedule

Hi Tamarra,

I'm checking to see whether Geoff is able to attend sessions of the Executive Assistant orientation next Tuesday and Wednesday.

I'm hoping he can address participants Tuesday morning between 9am - 10am and also at the closing session on Wednesday at 5pm.

The training goes both days, all day from 9-5.

If he can't make those times please let me know when he's available and we can adjust the schedule to suit.

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Sunday, October 15, 2017 11:25 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: who pays relocation expenses for Senior MA

Hi Shelley,

Yes that is correct. Please direct them to me for any enquiries.

Thank you,  
Maura

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, October 13, 2017 2:40 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** who pays relocation expenses for Senior MA

Maura – I know I should know this – but Alison got a call from a minister's office asking who in our office should get their Senior MA's moving expenses. I think it is paid for from their own ministry/MO budget as a STOB 52 expense, correct? Their own DMO or EFO will be able to help them with this, correct?

Thanks  
Shelley

**Shelley Canitz**

Executive Director | Corporate Initiatives  
Office of the Deputy Minister to the Premier  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
250-356-1499



## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Sunday, October 15, 2017 12:15 PM  
**To:** LP Executive Assistants  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Oath Taking on Wednesday

Hello Everyone,

While you are here this week we have arranged for you to take your Political Staff Oath.

You will all do it together on Wednesday at noon in the Government Caucus Room. Please remember to bring a piece of government issued photo identification.

Please make sure you have fully comprehended the Standards of Conduct for Political Staff before taking the Oath. To read the Oath and the Standards of Conduct for Political Staff, go here: <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath/political-oath>

Thank you,  
Maura

## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Sunday, October 15, 2017 1:01 PM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants  
**Cc:** LP Administrative Coordinators; Clark, Layne PREM:EX  
**Subject:** RE: Information Management Training UPDATE

Hello again,

Thank you for signing up for the mandatory Information Management training session on either Wednesday, October 18 or Wednesday, October 25.

If you haven't signed up for either of the sessions please do so as soon as you can.

If you are able to participate in the session on October 25<sup>th</sup>, instead of the session on the 18<sup>th</sup>, can you please change to that session?

We have 21 Executive Assistants in Victoria for the session on the 18<sup>th</sup> so we have a very large group on the 18<sup>th</sup> and a very small group on the 25<sup>th</sup>.

Thank you for your cooperation.

Maura

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, October 10, 2017 11:55 AM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants  
**Cc:** LP Administrative Coordinators; Clark, Layne PREM:EX  
**Subject:** Information Management Training

**TO: All Senior Ministerial Assistants, Ministerial Assistants**  
**RE: Information Management Training**

Hello Everyone,

We have set up two sessions for Information Management Training on Wednesday, October 18 (with EAs) and Wednesday, October 25.

Attending one of these sessions is mandatory for all political staff. If you have already had this training provided by your Ministry there is no need to attend.

A calendar invite will follow shortly. Please make it a priority to arrange coverage so everyone in your office can attend one of the sessions.

There will be a separate session organized for Administrative Coordinators in the weeks to come.

If someone in your office hasn't been added to the Global Address List yet, please share the invite with them.

Thank you,  
Maura  
250-213-6377

### **Description of Information Management Training**

A comprehensive Information Management training module for Ministers' Office staff, and Deputy Ministers' Office staff, focusing on Privacy, Access and Records Management. This session will familiarize or refresh staff with information management requirements and introduce practices and controls that will empower employees to act as good stewards of the information they create and receive. The session focuses on records management requirements, the proactive disclosure of information, the duty to assist an FOI (Freedom of Information) applicant, and proper search for records, and concludes with a reminder of our collective privacy obligations, including what to do in the event of an information incident or privacy breach

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Sunday, October 15, 2017 1:41 PM  
**To:** LP Administrative Coordinators  
**Subject:** FW: IMPORTANT: FORMS FOR NEW STAFF  
**Attachments:** 1. Contact Information.pdf; 2. Standards of Conduct - Political Ack..pdf; 3. IM-IT Agreement.pdf; 4. Oath - Political.pdf; 5. Direct Deposit Authorization.pdf; 6. Tax - Federal 2017.pdf; 7. Tax - BC 2017.pdf; 8. Benefits At a Glance-Excluded.pdf; 9. Benefits Guide - Excluded.pdf; 10. Flexible Benefits Calculator Tool.xlsm; 11. MSP Group Enrolment.pdf; 12. Flexible Benefit Enrollment-Change.pdf; 13. Group Life - Beneficiary Designation.pdf; 14. Evidence of Insurability.pdf; 15. Pension - Nomination of Beneficiary.PDF; Welcome.pdf

Hello,

With some new EAs starting this week I am re-sending these forms for all new hires to complete as soon as they can.

Thank you,  
Maura Parte

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, September 14, 2017 3:23 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** IMPORTANT: FORMS FOR NEW STAFF

Hello Everyone,

All new staff (including previous Constituency or Caucus staff) have to fill out all of the attached on boarding forms.

Attached and clipped below are instructions (Welcome.pdf) and attached are the necessary forms to get enrolled in benefits, pension plan, tax deductions, etc.

Please note if you started last week your OIC has been approved and an employee ID should be coming to you shortly if it hasn't already.

If you started this week, your OIC may have just been approved so it may take a couple more days for your Employee ID to be generated.

Again, we encourage you to work with the administrative staff team in your office and in the Deputy Minister's office to resolve any questions and help get you set up in these early days.

Thank you for your continued patience as we bring everyone on board.

Maura  
250-213-6377

Congratulations on your new appointment!  
You will soon be provided with your employee ID, which you will need to complete these attached

forms:

Please submit within the first 3 days –

- Direct Deposit Authorization
- TD1 – Tax – federal 2017
- TD1BC – Tax – BC 2017
- Waiver of Pension Coverage (Optional) – only if waiving pension coverage

Please submit within the first 2 weeks –

- Personal and Emergency Contact Information
- Information Management and Information Technology Agreement
- Standards of Conduct Acknowledgement
- Flexible Benefits Enrolment/Change
- Medical Service Plan (MSP) Application for Group Enrolment
- Nomination of Beneficiary (Pensions)
- Group Life Beneficiary Designation – see note below
- Evidence of Insurability – see note below

Oath of Employment – Oath must be completed within 90 days of your start date. When taking your Oath, please ensure you take a current piece of photo identification with your signature, a copy of the Oath of Employment form but do not sign in advance as your signature must be witnessed by a Commissioner.

**Please scan and email all forms to Dawn-Lynn Phillips at [Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca) with the exception of the Group Life Beneficiary Designation and Evidence of Insurability forms**

Group Life Beneficiary Designation form, please mail ORIGINAL to –

Benefits Service Centre

Block E-2261 Keating Cross Road

Saanichton, BC V8M 2A5

Evidence of Insurability form - On initial enrolment, an employee can choose up to \$50,000 in Optional Group Life Insurance (as long as they have chosen 3 times their annual salary for Basic Group Life Insurance) and up to \$50,000 in Optional Spousal Life Insurance without Evidence of Insurability. Complete the Evidence of Insurability only if more than \$50,000 in Optional Life Insurance is chosen.

Send completed form to:

The Great-West Life Assurance Company

Group Medical Underwriting

PO Box 6000

Winnipeg, MB R3C 3A5

We wish you all the best in your new position!

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 16, 2017 11:46 AM  
**To:** LP Executive Assistants; Farrance, Melissa LASS:EX; Nash, Amber PREM:EX  
**Cc:** Clark, Layne PREM:EX  
**Subject:** EA Training Agenda  
**Attachments:** EA Orientation Oct162017 AGENDA.docx

Hello Everyone,

We are looking forward to seeing you all tomorrow morning!

Attached is the draft agenda for the Executive Assistant Orientation. Please note that all sessions will be held in the Government Caucus Room 236, except for Tuesday morning which will be in the Hemlock Room 116.

Your names have been provided to Legislative Security, please allow for at least 10 minutes to get your visitors pass and get through security.

Please note that all staff usually watch Question Period together every day in the Government Caucus Room. Some of you have suggested you may want to watch from the Gallery in the House Chamber on one of the days.

If you want to do this please go ahead and organize through your Minister's Office. We would like for you to join the staff group at least one of the days though so you have a chance to meet the team here.

Also, while we expect you to participate in all of the sessions, the Information Management training on Wednesday morning is mandatory for all political staff.

The agenda is deliberately structured to allow you some time to spend with your Minister's Office and in your informal regional groups. You are on your own for lunch both days so you may want to consider meeting in groups in the dining room or somewhere nearby.

The day ends at 5pm on Wednesday but we are hoping we can all get together that evening with all staff once the House finishes for the day at 7pm, location to be confirmed.

Please let me know if there are any questions.

Kind regards,  
Maura Parte

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 16, 2017 3:13 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Authorized Assistance  
**Attachments:** Ministerial Staff Authorized for Relocation Assistance Sep 2017.xlsx

Hello Laurie,

Attached is a list of Ministerial staff who have been authorized for relocation assistance as part of their employment offer.

Please let me know if there are any questions.

Thank you,  
Maura  
250-213-6377

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 16, 2017 3:36 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** Administrative Coordinators Salary Review  
**Attachments:** Admin Coordinators 15Oct2017.docx

Hi Chrissy,

Attached are the approved changes for Administrative Coordinators.

Thank you,  
Maura Parte



## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 18, 2017 1:06 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Fw: Confirmation Letters  
**Attachments:** Draft Confirmation s.22 .....docx; Draft Confirmation - s.22  
s.22 docx; Draft Confirmation s.22 docx; Draft Confirmation s.22  
s.22 docx

Hello Tamarra,

Please find attached more letters for Geoff's signature.

Once he signs, the letter goes to the employee for their final signature. There are instructions for the employee to follow to return it to the Public Service Agency in the letter.

Thank you,  
Maura

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**From:** Birmingham, Lauren PSA:EX  
**Sent:** October-18-17 12:13 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Confirmation Letters

Hi Maura,

Here is another batch of letters ready to be signed if start dates are correct:

s.22

Let me know if you are missing any letters.

Thank you!

Lauren Birmingham, Hiring Services Clerk  
Hiring and Service Operations | BC Public Service Agency  
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | Toll Free 1.877.277.0772



Where ideas work

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 20, 2017 10:25 AM  
**To:** Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX  
**Subject:** Re: new hire info

Hi Judy and Mira,

I will get this for you today.

What are these positions called? If you send me<sup>s.22</sup> details (position, start date, salary, salary band) I can work with her to get the necessary forms through for her OIC.

Maura

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**From:** Cavanagh, Judy PREM:EX  
**Sent:** October-19-17 6:18 PM  
**To:** Oreck, Mira PREM:EX; Parte, Maura PSA:EX  
**Subject:** RE: new hire info

Maura, has all the information regarding moving this through. Maura, do you have the standard Offer letter as well? Mira, Geoff has to sign it.

Thanks.

Judy

**Judy Cavanagh** | Executive Director, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [judy.cavanagh@gov.bc.ca](mailto:judy.cavanagh@gov.bc.ca)

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**From:** Oreck, Mira PREM:EX  
**Sent:** Thursday, October 19, 2017 5:11 PM  
**To:** Parte, Maura PSA:EX; Cavanagh, Judy PREM:EX  
**Subject:** new hire info

Maura, Judy –

Please see info attached for the new hire in my shop<sup>s.22</sup> I need to get an offer letter to her ASAP and obviously the OIC through etc. Can we discuss amongst ourselves how best to move this forward?

Many thanks!  
Mira

Mira Oreck, Director of Stakeholder Relations  
Office of the Premier  
604 775 2116

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 20, 2017 11:32 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Offer Letters

Hi Dawn-Lynn,

The Premier's Office is hiring new staff and has asked me to generate offer letters for them. As you know we have only done confirmation of employment letters to date.

I am going to use the confirmation of employment letter as the template but am wondering if there is anything else I should add to the offer letter?

I will make sure it is copied to you for record keeping.

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 23, 2017 8:24 AM  
**To:** Clark, Layne PREM:EX  
**Subject:** Re: Admin Coordinator Meeting

Hi Layne,

I'm not sure they need a full day but perhaps an overview of the structure at a meeting. They will want to know who's who in the Premier's office and how their office structure is working. They have already had a briefing/orientation on the Whip's Office and Caucus.

They have identified a lot of training needs for themselves and AAs which I have started working on. I'm sending them some dates today for information management training for example.

I'll check in with a couple of them today and let you know.

At the very least we can schedule a meeting with them soon. Friday at 11am seems to work best for them.

Maura

On Oct 19, 2017, at 1:56 PM, Clark, Layne PREM:EX <[Layne.Clark@gov.bc.ca](mailto:Layne.Clark@gov.bc.ca)> wrote:

Hi Maura,

I would like to have an admin coordinator meeting, where I introduce myself to them and figure out how things are working in their shops. I'm not sure if you had ideas on an orientation day (similar to what we did for political staff) but would like to figure out a way to engage them more from the Premier's Office.

Let me know if you have thoughts and I can try to put something together.

Layne

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 23, 2017 8:26 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Re: Relocation for<sup>s.22</sup>

Hi Dawn-Lynn,

I haven't been involved in any HR to do with this unit. The supervisor there is Suzanne Christensen. If you'd like me to get involved please let me know.

Maura

On Oct 20, 2017, at 3:46 PM, Phillips, Dawn-Lynn PSA:EX <[Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)> wrote:

Hi Maura – Can you please let me know if you know what<sup>s.22</sup> was offered for Relocation. If you did not hire him, I can check with someone else as I have another possible contact. Thank you.....d!

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570

<image001.jpg>

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 23, 2017 9:34 AM  
**To:** LP Administrative Coordinators  
**Subject:** Information Management Training

Good morning,

I am trying to set up Information Management training for all Administrative Coordinators and Administrative Assistants.

It will take approximately 2 hours.

Right now we are looking at a Friday afternoon, either from 1-3PM or from 2-4PM?

Alternatively we could organize a session during the week: the next break is after the Remembrance Day holiday.

I would suggest Thursday, November 16 from 10am-12PM?

Can you please let me know if this works for your office and if it's possible or even advisable to have your DMO answer the phones for those 2 hours so you can all attend together?

Thank you,  
Maura

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 9:39 AM  
**To:** Oreck, Mira PREM:EX  
**Subject:** Fwd: Offer Letter for CoS signature  
**Attachments:** Scan\_20171025.pdf; ATT00001.htm

Begin forwarded message:

**From:** "Wong, Tamarra PREM:EX" <[Tamarra.Wong@gov.bc.ca](mailto:Tamarra.Wong@gov.bc.ca)>  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** RE: Offer Letter for CoS signature

Hi Maura,

Here is the signed letter.

**Tamarra Wong**  
Executive Coordinator to the Chief of Staff  
Office of the Premier  
E: [tamarra.wong@gov.bc.ca](mailto:tamarra.wong@gov.bc.ca)  
Tel: 250-356-2785 | Cell: 250-208-3085

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 9:06 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Fw: Offer Letter for CoS signature

Hi Tamarra,

I'm wondering if Geoff has been able to sign this?

Thank you,  
<Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** October-23-17 5:32 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Offer Letter for CoS signature

Hello Tamarra,

Attached is an offer of employment letter to<sup>s.22</sup> for Geoff's review and signature.

s.22

We will be initiating her OIC this week as well.

I will send it to <sup>s.22</sup> once it is signed.

Thank you,  
Maura



**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 12:35 PM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Relocation Assistance Threshold authorizations  
**Attachments:** Scan\_20171025.pdf

Hi Laurie,

Please find attached relocation assistance authorizations from the Office of the Premier.

A letter will be coming shortly to confirm the authorized assistance for the Chief of Staff to the Premier.

Thank you,  
Maura

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 1:40 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** Draft letter  
**Attachments:** Meggs, Geoff Relocation Assistance DRAFT LETTER.doc;  
relocation\_assistance\_househunting\_expense\_report\_assignment\_of\_wages\_agreement.  
pdf

Hello Judy,

I've attached a draft letter and a related document regarding relocation assistance for the Chief of Staff.

Please call if there are any questions.

Thank you,  
Maura

## **Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 2:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Fw: Further IM117 training for Minister Office Staff

Hi Jackie,

I'm adding to this a further request for IMM117 training for PO staff in the Vancouver Cabinet Office. Is there a way to provide this course via distance learning?

We had also discussed IMM117 training for parliamentary secretaries so I am wondering if there are any potential dates I can share with them?

Thank you,  
Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** October-23-17 11:52 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Re: Further IM117 training for Minister Office Staff

Hello Jackie,

I have canvassed the Administrative Coordinators and the next best available date is Thursday, November 16 as that is the next week the House isn't sitting.

The ideal time of day is 10AM-12PM but 2-4 in the afternoon could work as well.

We could also consider other dates and times that week if this doesn't work.

The group would be comprised of 20 Administrative Coordinators and 25 Administrative Assistants for a total of 45.

I tried to schedule it earlier on a Friday afternoon, for example, but we would need to break it up into 2-3 sessions to accommodate MO schedules.

Thank you,  
Maura

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** October-23-17 8:36 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Further IM117 training for Minister Office Staff

Good Morning, Maura,

I would like to set up training for the Administrative Coordinators, and the Administrative staff in the Minister's offices. Do you have an idea of availability? Let me know when you're free to discuss.

Thank you,  
Jackie

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 2:59 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** Revised letter  
**Attachments:** s.22 Relocation Assistance DRAFT LETTER.doc

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 4:02 PM  
**To:** LP Ministerial Assistants; LP Senior Ministerial Assistants  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Flexible Benefits Information Session November 1  
**Attachments:** 7.9 Flexible benefits guide2017.pdf

TO: Senior Ministerial Assistants, Ministerial Assistants, Premier's Office Staff

All Ministerial staff have access to the Flexible Benefits Program that allows you to tailor your health and life insurance benefits to your individual needs. Attached is a guide with more information.

The deadline for enrolling in the program is November 8 so an information session is being offered to all staff next week. A web based seminar is also being organized for Executive Assistants and Premier's Office staff located in the Vancouver Cabinet Office.

Flexible Benefits Program Information Session  
Wednesday, November 1  
10AM-11AM  
Government Caucus Room 223

A calendar invite will follow.

Please let me know if you have any questions.

Maura

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, October 25, 2017 4:12 PM  
**To:** Cavanagh, Judy PREM:EX  
**Subject:** Fw: Flexible Benefits Information Session  
**Attachments:** 7.9 Flexible benefits guide2017.pdf

Hi Judy,

Can you please share this with excluded staff in VCO to see if they are interested?

Instructions will follow on how to participate.

Thank you,  
Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** October-25-17 4:08 PM  
**To:** LP Executive Assistants  
**Cc:** Cavanagh, Judy PREM:EX  
**Subject:** Flexible Benefits Information Session

TO: Executive Assistants, Premier's Office Staff at VCO

All Ministerial staff have access to the Flexible Benefits Program that allows you to tailor your health and life insurance benefits to your individual needs. Attached is a guide with more information.

The deadline for enrolling in the program is November 8 so an information session is being offered to all staff and we are offering a web based session for all staff not located in Victoria.

Flexible Benefits Program Information Session  
Tuesday, October 30  
2PM-3PM  
Instructions to follow

A calendar invite will follow.

Please let me know if you have any questions.

Maura

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 26, 2017 10:43 AM  
**To:** LP Ministerial Assistants; LP Administrative Coordinators; LP Senior Ministerial Assistants; Clark, Layne PREM:EX  
**Subject:** Flu shot clinic next week

Hello All,

Please see the note below regarding a flu shot clinic in the Legislature next week. I have confirmed that this is open to all staff in Minister's offices and the Premier's office.

Instructions on how to sign up can be found below, please note that it will fill up quickly.

Maura

### **Flu Season is here – get your influenza vaccination on Thursday, November 2<sup>nd</sup>!**

Flu season is just around the corner and each year, an estimated 10-25% of Canadians will suffer from the flu. The flu vaccine is safe and effective and with an onsite flu clinic, it's also easy and convenient! By getting vaccinated you can help to prevent the flu from spreading to others, especially young children, the elderly and people with chronic health conditions. Book your flu shot today to protect your coworkers, family and yourself from this year's flu virus.

**On Thursday, November 2<sup>nd</sup>**, influenza vaccinations will be available for Members of the Legislative Assembly, caucus staff and Legislative Assembly employees. The clinic will be held in the **Legislative Library Gathering Room** and will run **from 10:00am to 6:00pm**.

### **Here's how to schedule your appointment:**

1. Visit [legassembly.calendarspots.com](http://legassembly.calendarspots.com)
2. Select Flu Clinic as the service
3. Choose from the available times
4. Confirm Appointment Details
5. Click "I do not have an account" to register for your Flu Clinic Appointment (Note: you will have to create a new account even if you created one last year)
6. Fill out your Name, Email Address, and Phone Number (Note: you may need to use a personal email address if it will not validate "@leg.bc.ca")
7. Create a password for the account. You can cancel your appointment using this password
8. A confirmation email will be sent to you with an Outlook Calendar invitation and consent form
9. Remember to fill out the attached consent form and bring it your appointment, along with your BC Services Card/Care Card, and be wearing a shirt with access to your upper arm
10. Sign the consent form with the Pharmacist

If our Flu Shot Clinic date doesn't work for you or if you would like more information about the influenza vaccine, visit [ImmunizeBC's website](#) to find a public clinic that offers free shots to all eligible individuals. To find out if you are eligible, talk to your health care provider or call HealthLink BC at 8-1-1.



If you have any questions, please contact Human Resource Operations at [250-387-5532](tel:250-387-5532) or [emailhuman.resources@leg.bc.ca](mailto:emailhuman.resources@leg.bc.ca).

### About the Flu

People develop flu symptoms one to four days after becoming infected. They can be contagious from the day before the symptoms start to appear, until at least seven days after the symptoms start.

### Help stop the spread of germs this flu season by:

1. Washing your hands frequently
2. Avoiding touching your eyes, nose and mouth
3. Sneezing into your arm instead of your hands
4. Staying at home when you're sick
5. Cleaning your workspace
6. Getting an annual flu shot
7. Maintaining a healthy lifestyle

Stay healthy,  
Human Resource Operations

### Human Resource Operations

Legislative Assembly of British Columbia | [614 Government St | Victoria, BC V8V 1X4](#)

Main: [250.387.5532](tel:250.387.5532) | [PayrollOffice@leg.bc.ca](mailto:PayrollOffice@leg.bc.ca) | [Human.Resources@leg.bc.ca](mailto:Human.Resources@leg.bc.ca) | [Careers@leg.bc.ca](mailto:Careers@leg.bc.ca)



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## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, October 26, 2017 11:07 AM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Fwd: Confirmation Letters  
**Attachments:** image001.png; ATT00001.htm; image001.png; ATT00002.htm; Draft Confirmation - s.22 docx; ATT00003.htm

Hi Tamarra,

Another one for Geoff's signature.

Thank you,  
Maura

Begin forwarded message:

**From:** "Birmingham, Lauren PSA:EX" <[Lauren.Birmingham@gov.bc.ca](mailto:Lauren.Birmingham@gov.bc.ca)>  
**Date:** October 26, 2017 at 11:03:28 AM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Cc:** "Phillips, Dawn-Lynn PSA:EX" <[Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)>  
**Subject:** RE: Confirmation Letters

Hi Maura,

Here is the confirmation letter for <sup>s.22</sup>, start date is listed as October 23<sup>rd</sup>, ready for signature.

Thanks!

Lauren Birmingham, Hiring Services Clerk  
Hiring and Service Operations | BC Public Service Agency  
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | Toll Free 1.877.277.0772

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 27, 2017 11:51 AM  
**To:** Robb, Amanda JTT:EX  
**Subject:** Re: Relocation Expenses (JTT & TRD)  
**Attachments:** relocation\_assistance\_househunting\_expense\_report\_assignment\_of\_wages\_agreement.pdf

Hi Amanda,

Thank you for getting in touch to clarify the situation.

s.22

Please call if there is anything else.

Maura

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**From:** Robb, Amanda JTT:EX  
**Sent:** October-26-17 3:28 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Relocation Expenses (JTT & TRD)

Hi Maura,

s.22

Thank you in advance,

**Amanda Robb**

Administrative Coordinator to the Honourable Bruce Ralston  
Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow  
Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2  
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: [amanda.rob主@gov.bc.ca](mailto:amanda.rob主@gov.bc.ca)

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, October 6, 2017 1:41 PM  
**To:** LP Administrative Coordinators  
**Subject:** Relocation Expenses

Hello All,

Some of you have had questions about relocation expenses. Attached and below is information on the policy.

If anyone has information on how to file expense claims could you please share with the group?

Also, if you have particular questions about a claim in your office please call.

Thank you,  
Maura  
250-213-6377

Here are some links to information on Relocation –

Human Resources Policy 15 – Relocation - [http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/15\\_relocation\\_policy.pdf](http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/15_relocation_policy.pdf)

Schedule 05 – Relocation - [http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees#S05\\_PII](http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees#S05_PII)

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 30, 2017 11:33 AM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP Administrative Coordinators  
**Subject:** Oath Administration

Hello,

If you or anyone in your office has not been able to take the Oath yet can you please let me know?

Please reply only if you have not taken the Oath yet.

-  
Administrative Coordinators: Can you please let me know if there are support staff in your office still needing to take this?

Thank you,  
Maura Parte

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 30, 2017 11:56 AM  
**To:** Holland, Laurie PSA:EX  
**Subject:** Relocation Assistance Authorization  
**Attachments:** Relocation Assistance Authorization October 27 2017.pdf

Hello Laurie,

Please find attached authorization for relocation assistance for<sup>s.22</sup>  
s.22

As we discussed last week, I am still waiting to hear from<sup>s.22</sup> about the details of his final move and will let you know when that happens.

Please call if there are any questions.

Thank you,  
Maura Parte  
250-213-6377

**Parte, Maura PSA:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 30, 2017 12:20 PM  
**To:** LP Administrative Coordinators  
**Cc:** Clark, Layne PREM:EX  
**Subject:** Flexible Benefits Information Session  
**Attachments:** Premier's Office Flex and OpenEnrolmentPresentation\_PY2018.pptx

TO: Administrative Coordinators, Administrative Assistants

All Ministerial office staff have access to the Flexible Benefits Program that allows you to tailor your health and life insurance benefits to your individual needs. Attached is a PPT with more information. The deadline for enrolling in the program is November 8 so an online information session is being offered to all staff this week.

Flexible Benefits Program Information Session  
Thursday, November 2  
3PM-4PM

Email with Lync invitation to follow  
OR

Friday, November 3  
2PM-3PM

Email with Lync invitation to follow

We don't have a list for AAs so can you please inform support staff in your office. Please reply and indicate what session you and whoever else in your office intend to participate in.

Senior MAs, MAs, and EAs have a separate session organized.

I need to confirm participation by end of day Tuesday.  
Please let me know if you have any questions.

Thank you,  
Maura Parte

## Parte, Maura PSA:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, October 30, 2017 12:31 PM  
**To:** Wong, Tamarra PREM:EX  
**Subject:** Fw: Confirmation Letters  
**Attachments:** Draft Confirmation - s.22 docx; Draft Confirmation - s.22

Hello Tamarra,

Attached are more outstanding confirmation of employment letters. Once these are signed can you please send them by email to the employees and copy me.

I'm sorry there was such a mix up with this. I was signing off on drafts and not realizing they were finals to be sent to employees.

Thank you again,  
Maura

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**From:** Birmingham, Lauren PSA:EX  
**Sent:** September-29-17 11:06 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Valley, Nancy PSA:EX; Phillips, Dawn-Lynn PSA:EX  
**Subject:** Confirmation Letters

Hi Maura,

Here are three Executive Assistant confirmation letters- please confirm start dates are correct.

s.22

Thank you,

Lauren Birmingham, Hiring Services Clerk  
Hiring and Service Operations | BC Public Service Agency  
Suite 100-940 Blanshard Street | Victoria, BC | V8W 2H2  
Ask MyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | Toll Free 1.877.277.0772



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